

**Centre Safe
Civil Legal Representation Project
Full-Time Staff Attorney I**

Centre Safe is a non-profit organization dedicated to empowering survivors of sexual violence, relationship violence, and stalking, and working toward the elimination of such violence. We offer holistic services including a crisis hotline, shelter, counseling, advocacy, and legal representation.

Reporting to the Director of Centre Safe's Civil Legal Representation Project (CLRP) the Staff Attorney is responsible for providing legal information, legal advice, and representation to victims of domestic violence, sexual violence, and stalking, and for ensuring the effective civil legal representation of these victims. The Staff Attorney will also contribute to the coordinated community response to sexual and domestic violence in Centre County.

Primary Responsibilities:

- Represent, advise, and provide advocacy on behalf of Centre Safe clients in matters involving divorce, custody, support, protection orders, housing and other civil matters where appropriate.
- Participate in intake review and collaborative case management with other CLRP staff.
- Collaborate with all Centre Safe direct service staff to ensure clients have access to the full range of services available at Centre Safe.
- Develop expertise in domestic violence civil law; family law (divorce, custody, and support); protection orders; and Title IX law with a focus on practice at Pennsylvania State University.
- Participate in local and state coalitions and community response to domestic violence, including collaboration with community leaders and other projects as assigned.
- Maintain appropriate professional documentation for current clients. This includes both physical files and electronic documentation.
- Assist with tracking and compiling data for grant reporting.
- Other duties as assigned by the CLRP Director.

Qualifications:

- Law degree from an accredited law school.
- Law license in good standing in Pennsylvania.
- Ability to advise and communicate effectively with clients of different cultural, ethnic, racial and socio-economic backgrounds.
- Excellent legal research and writing skills, including Westlaw proficiency.
- Strong oral argument and public speaking skills.
- Computer proficiency at a basic level. Microsoft Office proficiency preferred.
- Valid driver's license and reliable motor vehicle transportation.
- Must obtain and maintain required Child Abuse and FBI clearances.
- Prior experience in the practice of family and/or public interest law preferred.

To be considered for employment, please submit resume, cover letter, and three references to:

Centre Safe
140 W. Nittany Ave.
State College, PA 16801

or employment@centresafe.org

Review of resumes will begin immediately. Incomplete submissions may not be considered.

Centre Safe is an equal opportunity employer and is committed to providing employment opportunities to all qualified applicants without regards to race, color, religion, age, sex, sexual orientation, gender identify, national origin, disability or protected veteran status.