



Bilingual Staff Attorney

About ALWAYS: Arizona Legal Women and Youth Services (ALWAYS) is a non-profit law office dedicated to empowering vulnerable youth and young adults with free legal services that help eliminate obstacles to employment, safety, and stability. ALWAYS specifically serves youth and young adults up to age 24 who are impacted by homelessness, trafficking or abuse.

About the Position: ALWAYS is seeking a mission-oriented, full-time attorney to join our Phoenix-based team. The attorney will represent vulnerable youth and young adults in areas that may include family law, immigration, and addressing past criminal history. The successful attorney will enjoy working as a jack-of-all-trades as part of a small, compassionate, and driven team.

Major Duties and Responsibilities:

- Conduct screenings and intakes to assess eligibility and ALWAYS services;
- Provide direct and legal representation in a variety of practice areas including immigration (DACA, SUS, U and T visas), family law (legal decision making, parenting time, child support, orders of protections), and addressing past criminal history (set asides, fingerprint clearance cards and good cause exceptions);
- Provide brief advice/referrals to people who are ineligible for ALWAYS services;
- Screen cases for appropriate placement with pro bono attorneys;
- Collaborate with other local service providers to strategize on how to best meet the needs of trafficking survivors and homeless youth;
- Develop self-help, training and presentation materials as needed;
- Assist in furthering advocacy initiatives by participating with local and national stakeholder networks and peer organization representatives;
- Other duties as requested based on organizational need

Required Skills:

- Fluency in English and Spanish desired
- A U.S. law degree (J.D.) and admission to practice law in Arizona
- At least one year of direct representation of clients as an attorney or social service provider
- Strong organizational skills for professional/timely case management and record keeping
- Ability to travel regionally to Pima County twice per month, as well as to off-site locations in Maricopa County (mileage is reimbursed, if by personal vehicle)
- Ability to communicate respectfully, and empathically with individuals from a variety of backgrounds, including survivors of trauma
- Strong interpersonal, communication and writing skills
- Demonstrated ability to work independently, as well as collaboratively with colleagues; a team-building, collegial approach to work
- Ability to manage numerous diverse tasks simultaneously, work under pressure and meet deadlines, and to identify and analyze legal issues



Annual Salary: Salary begins at \$50,000, with a 10% bilingual pay differential for fluency in English and Spanish

Application Process:

The submission deadline is **January 26, 2018**. Please send your resume and letter of interest to christy@alwaysaz.org. ALWAYS will follow up only with candidates selected for interviews.

Please learn more about us at www.alwaysaz.org.