



ASIAN TASK FORCE

Against Domestic Violence

Full-Time Staff Attorney at Legal Advocacy & Representation Program

About ATASK:

ATASK (Asian Task Force Against Domestic Violence) is committed to empowering Asian survivors of domestic violence and abuse to rebuild their lives. Our work bridges language and cultural gaps for Asian communities and advocates for social change. We provide culturally competent, trauma-informed legal services to individuals who face barriers due to language, immigration status, or socio-economic challenges.

Job Overview:

ATASK is seeking a dedicated, compassionate, and skilled full-time attorney to join our Legal Advocacy & Representation Program. Reporting directly to Managing Attorney Abeer Massri, the attorney will provide legal assistance to survivors of domestic violence, focusing primarily on protection order cases and family law matters, including divorce, child support, visitation, and custody. Many of our clients are immigrants or individuals with limited English proficiency, requiring culturally competent and trauma-informed legal services.

This is a hybrid position, offering the flexibility to work remotely, with occasional in-office and court appearances as required.

This is an exceptional opportunity for an individual with strong relationship-building and advocacy skills, as well as experience in providing legal services to survivors of domestic violence. The successful candidate will share our passion for empowering Asian domestic violence survivors, helping them rebuild their lives, and will bring a collaborative approach to delivering results within a small, dynamic team.

Location and Commitments:

- Full-Time, exempt, 40 hours/week
- Hybrid (Remote with office and court appearances as needed)
- Monday-Friday 9:00am - 5:00pm
- Occasional after-hours and weekend work as needed for coverage and to respond to emergencies
- Flexible schedule is expected

Reports to: Managing Attorney

Primary Responsibilities:

- Provide legal services to ATASK clients while coordinating the efforts of the Legal Program staff to ensure comprehensive support for survivors.
- Organize and manage case files, ensuring all documents and information are accurately entered and regularly updated.
- Adhere to strict deadlines, ensuring client matters are handled promptly and efficiently.
- Maintain detailed records of actions, including communications, court appearances, and client interactions.

24-hour multilingual
helpline: 617.338.2355
www.atask.org

P.O. Box 120108
Boston, MA 02112
tel 617.338.2350
fax 617.338.2354

P.O. Box 7259
Lowell, MA 01852
tel 978.454.3651
fax 978.937.2048



- Conduct legal research on case law, statutes, and regulations relevant to client matters.
- Input and track necessary case information within case management systems.

Duties and Responsibilities:

- Represent clients in court at hearings, trials, and other appearances, traveling to courthouses as needed.
- Prepare, draft, and file legal documents such as petitions, motions, affidavits, and legal briefs.
- Conduct legal research to support case strategies, analyzing statutes, case law, and regulations.
- Collaborate with supervising attorneys, clients, and support staff to develop and execute case strategies.
- Participate in client meetings, offering legal consultations, providing updates, and ensuring clients' legal needs are met.
- Maintain close communication with clients throughout the legal process to ensure they are informed and supported.
- Coordinate with support staff to ensure efficient case management.
- Attend regular team meetings and case reviews to assess case progress and contribute to strategy development.
- Perform tasks as assigned by supervising attorneys, including preparing case summaries and reports.

Required Qualifications, Experience, and Skills:

- Commitment to ATASK's mission of ending domestic violence and promoting social justice.
- J.D. degree and admission to the Massachusetts Bar, in good standing, with the ability to meet all licensing and continuing education requirements.
- At least 2 years of experience providing legal services to survivors of trauma, abuse, and/or exploitation in family law and/or immigration matters.
- Proven academic excellence and professional legal training.
- Sensitivity to clients in crisis, with a strong understanding of trauma-informed lawyering practices.
- Ability to manage complex caseloads, prioritize tasks, and organize multiple matters effectively.
- Strong legal research, writing, and document preparation skills.
- Excellent verbal and written communication skills, with the ability to clearly present complex legal concepts to clients, courts, and colleagues.
- Dedication to social justice, particularly focusing on low-income, immigrant, and underrepresented communities.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.
- Professionalism, ethical integrity, and confidentiality in handling sensitive client information.
- Knowledge of foreign languages is highly desirable.

Additional Preferred Skills:

- Experience in legal aid or non-profit organizations serving vulnerable populations.



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- Familiarity with case management software or legal technologies.
- Ability to work under pressure and maintain professionalism in difficult situations.
- Experience advocating in a collaborative manner with diverse communities, particularly immigrant and refugee populations.
- Previous experience in family law, restraining orders, or similar legal matters is a plus

Work Environment:

This is a hybrid position that allows for flexibility to work remotely, with the expectation that the attorney will be in the office and travel to court as needed. Some flexibility in scheduling is available based on case demands and office requirements.

Salary: \$75,000 - \$80,000

Benefits:

ATASK offers:

- Health, Vision and Dental Insurance
- Life and long-term disability
- 401K
- Corporate T-Pass Program
- Paid Time Off: Vacation, Sick time, Personal days and 15 Holidays
- Variety of Wellness Programs during the year, including Summer Fridays which include approximately 40 hours of wellness hours
- Hybrid work model
- ATASK encourages and strongly supports ongoing training and professional development opportunities for all staff.

Why Join ATASK?

By joining ATASK, you will be part of an organization that makes a meaningful difference in the lives of survivors of domestic violence. You'll have the opportunity to work closely with a diverse, passionate team, and be part of an organization that values and promotes a culture of empowerment, advocacy, and respect. You will also gain experience in family law and develop your legal skills in a supportive environment focused on social justice.

To apply, please submit your **resume and cover** letter highlighting your relevant experience, passion for social justice, and why you are a good fit for this position to our Legal Program Coordinator Kathy Min at kathy@atask.org

Salary is commensurate with education and experience. ATASK is an equal opportunity employer that values and seeks to build a diverse workforce reflective of the communities we serve. We encourage

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individuals of all backgrounds and lived experiences to apply. Applicants must be legally authorized to work in the U.S.