ASIAN TASK FORCE
Against Domestic Violence

Family Law -Staff Attorney, Legal Advocacy & Representation Program (Full-Time)

Hybrid (Remote, with in-office work and court appearances)

About ATASK:
The Asian Task Force Against Domestic Violence (ATASK) is committed to empowering Asian survivors of domestic violence and abuse to rebuild their lives. Our work bridges language and cultural gaps within Asian communities and advocates for social change. We provide culturally competent, trauma-informed legal services to individuals facing 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 to the Director of the Legal Program, the attorney will provide direct legal services and representation to survivors of domestic violence, focusing primarily on protection order cases and family law matters, including divorce, child support, custody, and parenting time.

Many of our clients are immigrants or individuals with limited English proficiency, making culturally competent and trauma-informed legal services essential.

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

This is an 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 collaborating effectively 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: Legal Program Director

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

An affiliate of United Way
United Way of Massachusetts Bay

Primary Responsibilities:

- Provide legal services and representation in protection order and family law matters, including divorce, support, custody, and parenting time
- Represent clients in court at hearings, trials, and other proceedings; travel to courthouses as needed
- Organize and manage case files, ensuring accurate and up-to-date documentation
- Adhere to strict deadlines to ensure prompt and efficient handling of client matters
- Maintain detailed records of actions taken, including communications, court appearances, and client interactions
- Conduct legal research on relevant case law, statutes, and regulations
- Input and track necessary case information in case management systems

Duties and Responsibilities:

- Represent clients in court at hearings, trials, and other appearances; travel to courthouses as needed
- Prepare, draft, and file court pleadings and legal documents such as petitions, motions, affidavits, legal memoranda, financial statements and briefs
- Conduct legal research to support case strategies and analyze statutes, case law, and regulations
- Collaborate with supervising attorneys, clients, and support staff to develop and implement case strategies
- Participate in client meetings to offer legal consultations, provide updates, and ensure clients' needs are met
- Maintain close communication with clients throughout the legal process
- Coordinate with support staff to ensure efficient case management
- Develop and implement case strategies in collaboration with the Legal Program Director, clients, and support staff
- Attend regular team meetings and case reviews to assess progress and contribute to strategy development
- Complete additional tasks as assigned by supervising attorneys, including preparing case summaries and reports
- Prepare case summaries and reports and complete other related duties as assigned.

Required Qualifications, Experience, and Skills:

- Commitment to ATASK's mission to end domestic violence and promote social justice.
- J.D. degree and admission to the Massachusetts Bar in good standing, with the ability to meet all licensing and continuing legal education requirements.
- At least two years of experience drafting family law documents.

- At least one year of direct experience representing clients in court proceedings, including preparing and arguing motions, attending hearings, and advocating on behalf of clients in contested matters.
- Strong legal research, writing, analytical, and document-preparation skills.
- Strong attention to detail and sound professional judgment.
- Ability to manage a caseload independently, prioritize competing tasks, and meet deadlines.
- Understanding of trauma-informed lawyering practices and sensitivity to clients experiencing crisis or trauma.
- Excellent verbal and written communication skills, including the ability to explain complex legal concepts clearly to clients, courts, and colleagues.
- Ability to work independently and collaboratively in a fast-paced environment.
- Professionalism, ethical integrity, and the ability to maintain confidentiality when handling sensitive client information

Preferred Skills:

- Four or more years of legal practice, particularly representing clients in family law and protection order matters.
- Experience working in legal aid, public interest law, or nonprofit organizations serving vulnerable populations.
- Proficiency in an Asian language or another language relevant to ATASK's clients.
- Experience advocating for or working with immigrant and refugee communities.
- Familiarity with case management software and legal technology.

Salary:
Salary range is $75,000–$90,000, depending on experience.

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.

Professional Growth and Development

Strengthen your expertise in Massachusetts family law, domestic violence-related proceedings, and client advocacy through mentorship from an experienced family law attorney, MCLE resources, LexisNexis, NITA training when appropriate, and specialized trauma-informed training.

Who Would Thrive in This Role?

We welcome attorneys committed to access to justice who demonstrate strong communication skills, sound legal judgment, cultural sensitivity, and a client-centered approach. Experience in family law, domestic violence advocacy, or serving immigrant communities is valued. Additional languages relevant to ATASK's clients are an asset.

If you are passionate about using your legal skills to support survivors and their families, we encourage you to join ATASK.

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, Grace Kim, at grace@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 individuals of all backgrounds and lived experiences to apply. Applicants must be legally authorized to work in the U.S.