Montgomery Child Advocacy Project

Job Description

**Job Title:** Part-timeStaff Attorney (20 hours/week)

**Reports To**: Chief Executive Officer

**Position Summary**: Direct legal representation, case management, and other related legal tasks regarding representation of abused, neglected, and trafficked children.

**Major Duties**:

* Provide direct legal representation to children in court and administrative proceedings
* Provide case management and complete other related legal tasks
* Provide legal guidance and support to volunteer attorneys
* Participate in the training of new volunteer attorneys
* Provide information to callers who request referral resources (Brief Services)
* Other duties as assigned

**Job Requirements:**

* Licensed to practice law in the Commonwealth of Pennsylvania
* Strong organizational, written, and oral communication skills
* Ability to work as a team player
* Adaptability and attention to detail
* Ability to communicate professionally
* Required to know how to use Microsoft Windows, PowerPoint, Word and Excel or similar programs

**Compensation:**

* Commensurate with experience and skill set
* Bonus available
* Public outreach and Licensing:
	+ Payment of Commonwealth of Pennsylvania Attorney Registration Dues
	+ Payment of Montgomery County Bar Association Dues
	+ Payment of dues for one section of the Montgomery County Bar Association

**Compliance with Montgomery Child Advocacy Project Handbook**

**Training provided for new staff attorney.**

**For more information or to apply for the position, please contact William Baldwin at** **williambaldwin@mcapkids.org** **or via telephone at 610-279-1219, extension 110. Letters of interest and resumes can also be sent to 409 Cherry Street, Norristown, PA 19401.**