

## **Job Description Training & Technical Assistance Attorney Washington, DC**



**Empowering Youth to End  
Domestic Violence**

### **Our Mission and Services**

Break the Cycle is a domestic violence law center that promotes the health and protects the rights of youth. Advancing our mission to engage, educate and empower youth to build lives and communities free from domestic and dating violence, and with offices in Los Angeles and Washington, DC, Break the Cycle engages in local and national program initiatives, public education and public policy advocacy which work toward empowering youth to end domestic violence and serves as a resource for people nationwide providing information about how young people experience dating and domestic violence.

### **Our Staff**

Break the Cycle is committed to creating a safe, supportive workplace. We are looking for talented, flexible people with the drive needed for a growing nonprofit. Applicants must be committed to working for and with youth to create a community where all are empowered to seek safe, healthy relationships throughout their lives.

### **Job Summary**

The Training & Technical Assistance Attorney conducts trainings for domestic violence service providers, attorneys, law enforcement and court personnel to help them better serve teens, and for youth service providers and school personnel to help them understand domestic violence. The Attorney also provides one-on-one consultation to service providers and conducts impact work and advocacy within service systems. In addition, s/he provides direct legal services and advice to clients in the District of Columbia between the ages of 12 and 24 experiencing dating violence. The Training & Technical Assistance Attorney reports to the Policy & Technical Assistance Manager and assists in supervising volunteers and interns.

### **Essential Functions**

Responsibilities include, but are not limited to:

- Providing training and technical assistance to service providers, through both group presentations and one-on-one consultation
- Participating in the planning and facilitation of conferences and meetings related to training and technical assistance
- Responding to requests for information, resources, and/or training on all aspects of teen dating violence and related issues
- Interviewing and representing clients in domestic violence-related court proceedings
- Providing advice, counsel and/or referral services over the telephone to callers
- Community building and forging and managing collaborations with schools, youth groups and service providers
- Developing and drafting training curricula, fact sheets, background memos, policy briefs, and other original materials for publication
- Collaborating with other organizations to assess, analyze and propose solutions to issues and problems around providing domestic violence services for youth
- Keeping informed of current developments, research, best practices and trends regarding teen dating violence and related issues
- Conducting training and ongoing supervision of volunteer attorneys, law students, interns, and other volunteers
- Assisting with program data tracking and evaluation
- Other related duties as assigned

## **Qualifications**

- Licensed attorney in Washington, DC
- Minimum 2 years experience providing legal services to victims of domestic violence, preferably with experience assisting victims of teen dating violence
- Background working with youth in crisis and/or schools
- Strong written and verbal communication skills, including legal research and writing skills
- Strong interpersonal and supervision skills
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Sound judgment and professionalism
- Ability to work with diverse groups of people
- Patience, enthusiasm and a positive attitude
- Resourcefulness, creativity and strong problem-solving skills
- Proficiency in Microsoft Office programs
- Bilingual in Spanish and English strongly preferred

## **Salary**

Position pays \$40,000 to \$42,500, depending on experience. Break the Cycle offers a generous array of benefits including but not limited to health, dental and vision insurance, life insurance, flexible spending accounts, 403(b) retirement plan and vacation leave.

**Break the Cycle is an equal opportunity employer.**

**Email, fax or mail cover letter and resume by COB on May 27, 2008 to:**

Training & Technical Assistance Attorney Search  
Break the Cycle  
P.O. Box 21034  
Washington, DC 20009  
Fax: 202.824.0747  
Email: [jobs@breakthecycle.org](mailto:jobs@breakthecycle.org)  
Website: [www.breakthecycle.org](http://www.breakthecycle.org)

**Applications will be reviewed on a rolling basis as they are received.**