

Southern Coalition for Social Justice

Legal Director Job Description



LOCATION:	1415 West Highway 54, Suite 101, Durham, NC 27707
TYPE OF POSITION:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern
HOURS:	Hours <u>40</u> / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
JOB SUMMARY	
<p>The Legal Director is responsible for directing, coordinating and implementing SCSJ's legal advocacy programs. An experienced litigator in state and federal court with expertise in multiple areas of law, the Legal Director is a member of SCSJ's management team and supervises the work of the staff attorneys. Reports to the Executive Director.</p>	
DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> - Take a major role in developing the program of the organization, in coordination with the management team, Executive Director, and Board of Directors, including seeking out social justice, community-based lawyering opportunities and preparing well thought out strategies for addressing effectively the most pressing issues facing low-income, racial minority and immigrant communities. - Coordinate the work of the legal staff, promote legal staff development, provide sound guidance for legal practice and supervise staff attorneys. - Engage in legal representation, case work in multiple areas of civil rights and immigration law, and provide legal support to social justice causes or communities in need of such services - Maintain solid relationships with client communities, expand the reach of SCSJ's work throughout the south, and help ensure that SCSJ's program is responsive to community needs and community goals. - Expand legal knowledge and skills in relevant fields and develop innovative approaches to expand the law in ways that benefit client communities. - Maintain professional networks with attorneys in the community lawyering, civil rights, immigrant and public interest law fields. - Seek out new fundraising opportunities, help develop informational materials about SCSJ's work, assist with grant applications and reports. 	
REQUIRED SKILLS AND EXPERIENCE	
<p><i>Knowledge, Skills & Abilities</i></p> <ul style="list-style-type: none"> - Commitment to community-led social justice work and building an egalitarian, sustainable, multi-disciplinary community lawyering organization. - Proven ability to take initiative, work collaboratively, and achieve concrete results. - Meets high standards of excellence in written work, legal research, and written and oral communications. - Demonstrates respect for co-workers, other colleagues, clients, and coalition partners. - Able to build cohesive teams, effectively monitor performance, provide constructive feedback and encourage others to achieve at their highest levels. - Cultural competence with diverse cultures in the South. Spanish language skills a plus. <p><i>Credentials and experience</i></p> <ul style="list-style-type: none"> - J.D. Degree and admitted to practice law in NC or eligible to become admitted by comity to the NC Bar. - Ten years experience in community lawyering or law practice serving low-income or minority communities. - Experience in at least two of SCSJ's primary areas of legal practice: Voting Rights, Immigration, Environmental Justice, General Civil Rights. - Experience supervising attorneys, preferably in a public interest or non-profit setting. 	

