



Noor Family Services

JOB DESCRIPTION

SENIOR ATTORNEY

Overview

Noor Family Services (NFS) is a non-profit 501(c) 3 organization that works to support survivors of domestic violence and sexual assault in immigrant and refugee communities. By delivering high quality legal services, case-management, referrals, counseling, and education, NFS fulfills its mission to assist survivors of domestic violence to reach independence and to promote culture change by shifting norms that are used to perpetuate domestic violence.

Position Summary

Noor Family Services (NFS) seeks a Senior Attorney to provide family law services and Temporary Protection Order (TPO) services to victims of domestic violence, stalking, and/or other trauma from abuse. The attorney also will provide periodic training to advocates and underserved communities. The position reports to the Supervising Attorney and Executive Director and is based in Suwanee, GA.

Primary Responsibilities

- Oversee and independently manage all family law, including Temporary Protective Orders, divorce, and other matters.
- Draft family law pleadings, motions, and other necessary documents.
- Prepare for and attend hearings, trials, and other court proceedings, including mediation.
- Ensure case files are maintained in accordance with NFS policies and program requirements.
- Participate in community outreach and educational activities for underserved communities and advocates.
- Maintain case notes, files, and other documents in accordance with NFS confidentiality policies.
- Provide information regarding casework in support of grant applications and reports.
- Other responsibilities may be identified by a supervisor, as necessary, to meet organizational needs.



Noor Family Services

Educational and Experience Qualifications

- J.D. from an accredited law school.
- A license to practice law in the State of Georgia.
- 0-3 years' experience in family law matters.
- A sincere desire to advocate for domestic violence victims from underserved communities and provide legal services in a community setting.
- Excellent communication, analytical, organizational, and writing skills.
- Demonstrated ability to work effectively and respectfully with a diverse client population as well as with community members.
- Brings creativity and flexibility in problem solving internally, as well as in developing legal strategy.
- Ability to work both independently and collaboratively in a small team
- Flexibility to attend evening and weekend events and meetings, as needed.
- Outstanding interpersonal and communication skills.
- Good organizational and multitasking abilities.
- Second language is preferred.

Annual salary and benefits:

Pay: \$70,000 - \$80,000

Benefits include health insurance, generous vacation, mileage reimbursement, sick leave.

To Apply:

Send a resume and cover letter to (info@noorfamilyservices.org)

Noor Family Services is an equal opportunity employer. All qualified persons are encouraged to apply.

[Applications will be considered on a rolling basis until the position is filled.](#)