Empire Justice Center, a highly respected, statewide legal services organization, is seeking two Regional Attorney Coordinator to join and become critical members of the Crime Victim Legal Network, a partnership of organizations that seeks to connect victims of crime with civil legal information and assistance through the use of technology, specifically, NY Crime Victims Legal Help, [https://crimevictimshelpny.org/](https://crimevictimshelpny.org/)

The two Regional Attorney Coordinators will provide technical assistance, training, and coordinate and support the work of the crime victim attorneys across the state who were hired under the June 2018 VOCA Attorney Services award to provide legal assistance to crime victims on a range of substantive law matters.

One Regional Attorney Coordinator position will be located in Rochester, and the other position will be located in either Long Island or Albany. The Coordinators will be supervised by the Project Leader of the Crime Victims Legal Network and will work as part of the overall statewide team, participate in program development, required data reporting and assessments.

**Primary Responsibilities for the Regional Attorney Coordinator will include:**

- Work as part of the Crime Victims Legal Network partner team
- Provide and coordinate technical assistance to legal services organizations
- Identify training needs and assist with delivery of trainings
- Provide direct civil legal services and advocate for a small caseload of crime victims
- Develop protocols to assist in the delivery of civil legal services for victims of crime
- Coordinate with the local coalitions and attend regional activities for service providers
- Support and assist the OVS funded case managers who serve as navigators for NY Crime Victims Legal Help
- Work with local courts and communities as needed
- Strategize and help formulate policy recommendations
- Assist in data analysis and research
- Travel throughout region, as needed
**Qualifications**

Required
- At least 5-7 years experience as an attorney and be licensed to practice in New York
- Understanding of the broad range of civil legal issues encountered by victims of crime
- Demonstrated commitment to public interest law
- Highly effective communication and networking skills
- Strong organizational skills
- Ability to meet tight deadlines, and work independently as well as part of a team
- A valid driver license and willingness to travel within the state

Preferred
- Experience in victim rights enforcement
- Bi-lingual in one of the top languages spoken in New York State

**Salary and Benefits**

Salary is commensurate with experience and based on the organization’s salary scale.

Empire Justice Center offers a generous benefits package, including health insurance, pension and life insurance, vacation, holiday, personal and sick time. We are an organization that supports and encourages a work/life balance.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer and desires a diverse work force. People of color, women, persons with disabilities, person who are elderly, gay, lesbian, bisexual and transgender are welcome and encouraged to apply.

**To Apply**

Applications will be accepted until the position is filled. If interested e-mail a cover letter, resume, and three professional references to employment@empirejustice.org. Please include; Regional Attorney Coordinator, First/Last Name to the subject line of the email. No phone calls or hard copies please. Incomplete applications will not be considered.

Regional Attorney Coordinator
Employment@empirejustice.org