



COMMUNITY OVERCOMING
RELATIONSHIP ABUSE

Position Title: Family Law Specialist (Independent Contractor)

Who We Are: CORA (Community Overcoming Relationship Abuse), the only agency in San Mateo County providing crisis intervention and supportive services to survivors of domestic violence and their children, seeks a Family Law Specialist to join CORA's legal team.

The Position: Summary: CORA is searching for an experienced Family Law Specialist to work closely with our Manager of Legal Services and a growing team of exceptional attorneys, legal advocates, and volunteers. This is a new, part-time contract position that offers the chance to help build CORA's legal program at a time of growth and innovation within the agency. The Family Law Specialist will provide substantive and technical leadership to members of CORA's legal team. This position is Part-Time, Contractor position between 5 hours up-to 10 hours a week depending on casework load and Legal Department needs.

Primary Responsibilities:

- Develop technical skills of legal staff through ongoing coaching and training.
- Provide on-call substantive and procedural consultation for CORA's attorneys, legal advocates, and volunteers, as needed, to assist with case or trial preparation.
- Provide litigation assistance, including but not limited to overseeing the preparation of pleadings, motions, briefs, and discovery.
- Review, edit, and provide feedback on the work of attorneys and other staff, as needed, to ensure work product meets all applicable professional and legal standards.
- Stay informed and keep staff informed of applicable laws, rules, procedures, policies, and practices.
- Ensure the provision of ethically competent legal services that is reflective of best practices in the field.
- Collaborate with the Manager of Legal Services to arrange, conduct, and guide trainings and/or mock hearings.
- Collaborate with the Manager of Legal Services to identify areas of growth of CORA's legal program.
- Evaluate administrative practices and procedures and recommend alternative methods or procedures if appropriate.

Minimum Qualifications:

- Must be an active member in good standing with the State Bar of California.
- Minimum six (6) years of direct representation in family law cases and significant courtroom litigation experience.
- Certification as a Family Law Specialist by the State Bar of California Board of Legal Specialization preferred.
- Demonstrated knowledge of family law, domestic violence, and intersections with the criminal justice system.
- Experience working in the San Mateo County legal community preferred.
- Demonstrated excellence in oral and written advocacy, legal research, and public speaking.
- Ability to perform sophisticated legal analysis and communicate complex legal issues to staff and volunteers.
- Demonstrated reputation for integrity, high ethical standards, and no history of disciplinary offenses as an attorney or in any other capacity.
- Commitment to CORA's mission, purpose, and values.
- Must be available by cell phone during regular business hours.

Reports to: Manager of Legal Services

Compensation: This is a Part-Time, Contractor position, On-Call for up-to 10 hours a week. Hourly rate depends on experience and will be commensurate with comparable nonprofit salaries.

To Apply: Please email resume and cover letter to: jobs@corasupport.org.

CORA History and Overview:

CORA has provided services to survivors of intimate partner abuse for nearly 40 years. Our programs include Crisis Intervention Services, including a 24-hour hotline, collaboration with law enforcement, and support groups. Family Support Services provides mental health therapy, transitional housing for survivors and their children, and a children's program that provides supportive

counseling, weekly art and literacy programs, and developmental support. CORA also provides education about domestic violence and legal assistance.

CORA is strengths-based, collaborative, accessible, and client-centered. CORA believes that everyone deserves to be treated with respect in their intimate relationships. We provide safety, support and healing to individuals who experience abuse in an intimate relationship and educate the community to break the cycle of domestic violence. Regardless of a survivor's race, class, gender, sexual orientation, or culture, we save lives and provide an opportunity to begin again.

CORA inspires work of the highest caliber by fostering staff engagement through transparency and inclusion in agency decisions wherever possible. We strive to ensure our policies and communications reflect an appreciation of the impact of social inequities, historical and current, and actively promote healthy relationships amongst staff by demonstrating mutual respect in all our communications.

Websites: www.corasupport.org and www.teenrelationships.org

CORA is proud to be an equal opportunity employer. We seek diversity with respect to race, color, age, sex, (including breastfeeding and medical conditions related to breastfeeding), religion (including religious dress or grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, military, or veteran status or any other category or status protected by Federal, State or other applicable laws.

All applicants are welcome. Individuals who are bilingual, people of color, members of the LGBTQ community and/or survivors of domestic violence are strongly encouraged to apply. The position will remain open until filled.

No phone calls please.