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Family Law Director

Full-Time

WHO WE ARE:

Charlotte Center for Legal Advocacy, a nonprofit provider of civil legal assistance to low-income people in the Charlotte region, seeks a full-time Family Law Director. More information about the Advocacy Center can be found on our website: www.CharlotteLegalAdvocacy.org.

POSITION OVERVIEW:

The Family Law Director will offer direct representation of domestic violence survivors in protective orders and civil no-contact matters and overseeing pro bono coordination duties (volunteer recruitment, training and court referral process) for the Custody Advocacy Program (CAP), along with other ancillary family law work. This role will lead the strategic direction of the growth of the new family law program in conjunction with the CEO. The Director will also oversee the volunteer coordination for CAP, which is designed to assist children involved in high conflict custody and visitation disputes, providing structured, child-centered advocacy in complex custody cases. The need for coordinated volunteer support has become increasingly urgent, particularly as more parents navigate custody disputes without representation.

RESPONSIBILITIES:

- Represent survivors of domestic violence in legal proceedings seeking a Domestic Violence Protective Order or No Contact Order pursuant to North Carolina General Statutes 50B, 50C, and 50D
- Manage a caseload of clients, ensuring thorough documentation and case tracking
- Assist in recruiting and maintaining a roster of volunteer attorneys and custody advocates
- Support outreach efforts to law firms, solo practitioners and community partners
- Collaborate with social workers, advocates, community partners, and other service providers to deliver comprehensive support to clients
- Conduct practice in accordance with the Rules of Professional Conduct and North Carolina law
- Serve as CCLA liaison to Umbrella Center
- Maintain and develop skills and knowledge by attending training and ensure

- licensure and certifications are up to date as needed for the role
- Help develop and deliver training for volunteer attorneys and custody advocates
- Support updates to training materials, including trauma-informed and best-interest advocacy practice
- Provide guidance and technical assistance to volunteer attorneys handling high-conflict custody cases
- Assist volunteers in navigating procedural and evidentiary issues (e.g. records, subpoenas, court processes)
- Help coordinate case referral and assignments in collaboration with the Family Court
- Support development of workflows, forms and internal processes
- Contribute to rebuilding program infrastructure, including policies, templates and tracking systems
- Assist with collecting and organizing data related to program outcomes and volunteer engagement
- Perform other tasks as assigned by Chief Legal Officer or Chief Executive Officer

KNOWLEDGE AND SKILL REQUIREMENTS:

Required

- J.D. and active license to practice law in North Carolina
- At least five years of experience as an attorney
- Demonstrated interest in family law, child advocacy, or public interest law
- Strong organizational and communication skills
- Ability to work collaboratively with volunteers, court personnel and community partners
- Administrative self-sufficiency, including proficiency with Microsoft Outlook, Word, Excel, and PowerPoint

Preferred Experience and Professional Background

- Experience in family law, including custody matters
- Experience working with pro bono attorneys or volunteers
- Prior litigation experience

Skills and Core Competencies

- Strong problem-solving and decision-making skills, particularly in high stakes or time-sensitive situations
- Must possess excellent communication skills and expertise in dealing with adults and children from diverse backgrounds who are in crisis situations
- Comfort working in fast-paced environments and navigating ambiguity with steadiness and sound judgment
- Must conduct oneself with the highest integrity in all interactions
- Excellent interpersonal and communication skills, including the ability to work cooperatively with colleagues and communicate effectively with diverse audiences
- A demonstrated passion for serving low-income clients, advancing social justice

- Strong alignment with the mission and values of the Advocacy Center
- Preference will be given to applicants who have a demonstrated commitment to child advocacy; experience in family law and/or previous volunteer experience with CAP; a desire to serve the community; and familiarity in approaching situations through a trauma-informed and race-equity lens

WORK SCHEDULE:

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday – Friday, 8:30 am – 5:00 pm.; occasional court-related coordination

SALARY:

This position is a full-time, salary-exempt position. The annual salary range begins at \$76,408 and may vary depending upon experience and skills.

REPORTS TO:

The Family Law Director will report to the Chief Legal Officer and will collaborate closely with the Pro Bono Managing Attorney for CAP duties.

BENEFITS:

Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental and vision coverage at 100% for employees, 22 paid days of general leave increasing proportionately with tenure, and 15 paid holidays.

REASONABLE ACCOMMODATION:

Charlotte Center for Legal Advocacy is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of the Advocacy Center to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please reach out to careers@charlottelegaladvocacy.org.

TO APPLY:

Submit a cover letter and resume to careers@charlottelegaladvocacy.org. Please note the position for which you are applying in the subject line.

DEADLINE:

Applications will be reviewed on a rolling basis with a preference for applications received by June 15.