JOB ANNOUNCEMENT
GEORGIA COALITION AGAINST DOMESTIC VIOLENCE

Position: Attorney - Justice for Incarcerated Survivors (JFIS)
Status: Full-time, Exempt
Location: Hybrid (in-person/ remote)

Who We Are:

As a statewide, member-based organization, GCADV strengthens the network working to end violence so that all Georgians can thrive. We identify critical gaps in services and strategically leverage our capacity to pilot innovative approaches that reach underserved survivors.

GCADV provides training and hands-on technical assistance to increase the capacity of organizations and agencies that support survivors across Georgia. We also build awareness among community members and policymakers about the root causes of violence, empowering them to advocate for more effective policies and responsive services.

Together, we are working to ensure that all Georgians have access to the resources they need to be safe, heal, and thrive. For more information, visit **www.gcadv.org**.

The JFIS Program provides post-conviction legal services to individuals with a history of surviving DV who are incarcerated in Georgia's prisons. Specifically, JFIS primarily serves women who have been victimized and those for whom victimization led to incarceration. JFIS also provides training, education, and advocacy (including policy and legislative advocacy) surrounding issues affecting criminalized survivors.

PRIMARY DUTIES AND RESPONSIBILITIES

Manage a caseload of criminalized survivors of domestic violence in post-conviction matters including, but not limited to, parole, habeas corpus petitions, extraordinary motions for new trial, and petitions for resentencing. Coordinate with experts, specialists, advocates, and other relevant parties to provide representation. Manage negotiations with the State cases and develop packages or materials to support post-conviction litigation.

Experience with FileVine case management system for review and screening of GCADV & GJP's joint screening process. Prepare cases for presentation to prosecutors' offices for parole support, resentencing, and/or extraordinary motions for new trial. Assist with investigation, including, but not limited to, conducting requests for necessary documentation (open records requests, requests for HIPAA protected documents,

Department of Corrections records, files from Clerk's and District Attorney's offices, etc., interviewing witnesses and family members, interviewing clients.

Liaise with program partners (i.e. GA Department of Corrections, GA Board of Pardons and Paroles, the Fulton County District Attorney's Office's Conviction Integrity Unit, pro bono law firms, community agencies, etc.) as needed. Assist with investigation, including, but not limited to, conducting requests for necessary documentation (open records requests, requests for HIPAA protected documents, Department of Corrections records, files from Clerk's and District Attorney's offices, etc.), interviewing witnesses and family members, interviewing clients.

Direct Representation

- Represent domestic violence survivors in matters, including researching and drafting pleadings and motions, engaging in discovery, negotiating resolutions, appearing for hearings and case conferences, and assessing appeal potential.
- Maintain a caseload while supporting broader community stabilization efforts.
- Collect, review, and evaluate evidence related to client matters.
- Maintain accurate and timely client records and case documentation using FileVine case management system for review and screening of GCADV & GJP's joint screening process

Training and Technical Assistance

- Network with criminal defense attorneys (through GACDL, non-profits, the State Bar of Georgia, etc.), public defenders to provide information about the program and schedule trainings
- Build relationships with county jails across the state to ensure information about the program is available for justice-impacted survivors to utilize and share with attorneys
- Work with the JFIS Legal Director to develop training curricula and plan/facilitate training events, CLEs, etc.
- Develop useful materials for trial attorneys and justice-impacted survivors to use, like Know Your Rights materials, litigation strategy guides, guides to effectively documenting history of abuse, case law guides on specific issues; update preexisting materials such as expert witness directory, amicus brief templates

Survivor Justice Act Implementation

- Participate in Survivor Justice Initiative efforts, including weekly check-in with the Georgia Justice Project on SJA implementation and joint SJA resentencing representation screening process
- Assist with training and education on the SJA and criminalized survival
- Develop litigation strategy and templates/examples related to the SJA
- Assist with technical assistance to attorneys representing criminalized survivors at both the trial level and in post-conviction matters
- Assist with systems level implementation efforts (like developing jury charges or liaising with court administration)
- Other tasks as deemed necessary and appropriate

Knowledge and Skill Requirements:

- Demonstrated commitment to social justice and legal services to criminalize survivors of domestic violence in post-conviction matters.
- Strong attention to detail and organizational skills; equally strong analytical skills.
- Litigation experience is preferred.
- Demonstrated ability to interact effectively with people of all ages and cultural backgrounds, including communicating with diverse constituencies – from law firm partners to domestic violence survivor clients and family members.

Minimum Qualifications

- Juris Doctor (JD) from an accredited law school and active membership in the State Bar of Georgia in good standing, or eligibility for admission prior to the start date.
- One (1) to five (5) years of relevant legal experience, preferably in criminal law, post-conviction work, or a related field.
- Demonstrated knowledge of domestic violence dynamics and related issues; experience working within a domestic violence program or closely allied organization strongly preferred (minimum of three years).
- Strong organizational and time management skills, with the ability to manage multiple priorities and meet deadlines.
- Excellent written and oral communication skills, including the ability to effectively communicate with clients, colleagues, and external partners.

- Advanced proficiency with technology, including Microsoft Office Suite (Word, Excel, PowerPoint) and virtual communication platforms; experience with case management systems is a plus.
- Ability to work both independently in a self-directed manner and collaboratively as part of a team.
- Proven ability to build and maintain effective working relationships with diverse communities, partner organizations, and government agencies.
- Commitment to fostering a positive, collaborative, and inclusive work environment.
- Flexibility and willingness to work occasional evenings or outside standard business hours as needed.
- Access to reliable transportation and willingness to travel in-state and out-of-state, including occasional overnight travel.

Compensation: Salary $80,000- $90,000 per year. GCADV provides flexibility, a remote office environment and excellent benefits, including employer- premium paid health, dental, vision, and life insurance; retirement match; and generous paid leave and holidays.

To Apply: Interviews will be conducted on a rolling basis until the position is filled—applying early is highly recommended. To be considered, please email a cover letter and a resume with your qualifications to hr-gcadv@gcadv.org. We will accept applications only by e-mail. NO PHONE CALLS PLEASE. All applications will be kept strictly confidential.

GCADV is an equal opportunity employer. All qualified applicants will receive fair and consistent consideration for employment based on their skills, qualifications, and experience.