

# STAFF ATTORNEY CANDIDATE INFORMATION PACKET

<https://pegasuslaw.org/join-our-team/>



## WHO WE ARE

Pegasus Legal Services for Children is a state-wide nonprofit legal aid organization based in Albuquerque, NM. Our mission is to promote and defend the rights of children and youth to safe, stable homes, quality education and healthcare, and a voice in decisions that affect their lives. We serve anyone 25 or younger with their civil legal needs, or caregivers taking care of other people's children who are in need of kinship guardianship. We advocate for children's rights and partner with other organizations for system reform.

## QUICK FACTS

- Founded in 2002
- \$1,000,000 annual budget
- 13-15 employees
- Office in downtown ABQ

## CULTURE

Pegasus is committed to working within an anti-racism, anti-oppression, and anti-colonial framework, and recognizes that systemic privilege and oppression have strongly shaped staffing patterns in the nonprofit sector. We strongly encourage applications from racialized people, Indigenous people, migrants, people with marginalized sexual or gender identities, and people living with disabilities.

Pegasus prioritizes staff well-being through our policies and culture. To this effect, we offer:

- A 4-day, 32-hour work week year-round (the office is closed on Fridays)\*
- Unlimited Leave with a 2-week suggested minimum, with an additional week off during the holidays when our offices close.
- 3 months 100% paid parental leave after 3 months of employment
- Fully paid employee health, dental, vision, long-term disability, and life insurance
- Annual continuing education
- A retirement plan with a 3% match, no waiting period, and immediately vested
- Monthly phone stipend of \$40/month
- Hybrid work options with technology provided
- Optional support groups led by a trained psychologist every 6 weeks to discuss difficult cases and emotionally support colleagues

\*Attorneys may have to work Fridays if the court schedules a hearing on that day. Time can be taken off during the week to make up for this time.

We are a 100% vaccinated workforce and require proof of COVID-19 vaccination for all employees.

## APPLICATION PROCESS

February 5 - February 19: Candidates may apply by emailing their resume to our Director of Finance and Operations, Jen Jones (jen@pegasuslaw.org). Candidates moving forward in the process will be sent 1-2 follow-up questions instead of a cover letter.

February 5 - 29 Chosen candidates will be scheduled for 1-hour virtual interviews with a current staff attorney and one or two other staff members. Interview questions will be sent the day before. All interviewed candidates will be paid for their time through a Visa e-gift card worth \$25, sent after completion of the interview.

February 5 - 29: Chosen candidates will be asked for a writing sample, and will be scheduled for 1-hour virtual 2nd interviews with the Executive Director and one or two other staff members. Interview questions will be sent the day before. All interviewed candidates will be paid for their time through a Visa e-gift card worth \$25, sent after completion of the interview. We will ask chosen candidates for 2-3 references. We offer the highest salaries we possibly can at the point of job offer & raises, to not favor those who are more inclined to negotiate.

Every two weeks throughout the process: Candidates will be updated on their application status.

Target start date March 5, 2024, with flexibility if needed for recent grads getting Bar exam results in late April.

## JOB DESCRIPTION & REQUIREMENTS

Our Staff Attorneys work together on behalf of children and youth. They represent caregivers in Kinship Guardianship cases, Young Parent cases, and Youth Law cases (emancipation/name changes, etc), and also have the option to work as a GAL in the abuse and neglect system. Ideally, our attorneys will spend 80% of their time on casework, and 20% of their time on a systemic advocacy project they are interested in, such as participating on community committees or training groups of advocates or other attorneys. We are flexible and open to our staff's professional interests and desired projects. If there is an area in which our staff would like to work or learn more, we always welcome those conversations

This full-time position reports to the Program Director and works closely with other staff attorneys, paralegals, program and outreach specialists, and client advocates. This position is hybrid in that remote work is available unless the court or a client requires an in-person presence. This position requires travel to destinations up to 1.5 hours away around once/month for court.

Candidates must have an active attorney license in the state of New Mexico by the end of April 2024, with some experience in Civil/Family law either during or after law school. Bilingual applicants (English/Spanish) are highly encouraged to apply.

### QUICK FACTS

- Applicants meeting our minimum requirements can expect a starting salary of \$60,000. Bilingual (Spanish/English) applicants meeting the minimum requirements can expect a starting salary of \$66,000

#### Minimum Requirements:

- Active attorney license in NM by April 2024
- Some civil/family law experience during or after law school