



# Staff Attorney

Summer 2024

Step Up to Justice

## **ABOUT STEP UP TO JUSTICE:**

Step Up to Justice (SU2J) is a full-service free civil legal center for low-income individuals and families in Pima County, Arizona, powered by the talents of volunteer attorneys. Through careful financial stewardship and technology designed to bring civil legal services to clients where and when they need them, Step Up to Justice builds connections between clients, attorneys, and community partners. Step Up to Justice is ground-breaking, forward-thinking, and committed to advancing efforts to secure equal access to justice for all. For more information, please visit [www.stepuptojustice.org](http://www.stepuptojustice.org).

## **ABOUT THE POSITION:**

Step Up to Justice is seeking a member of the State Bar of Arizona to fill its staff attorney position. The candidate selected for the position will oversee SU2J's FLOAT (Family Law Outreach and Technology) and HOME (Housing Outreach Mentoring and Education) initiatives. **The position has an anticipated start date of June 2024.**

FLOAT's mission is to improve access to justice for self-represented litigants with family law matters by creating mechanisms that fill the gaps in the service delivery model through Outreach and Technology.

HOME's mission is to prevent homelessness and illegal evictions and improve access to the courts for self-represented tenants through Outreach, Mentoring, and Education.

## **FLOAT Duties and Responsibilities**

- Coordinate weekly Family Law Clinics conducted at Pima County Superior Court to provide self-represented litigants with legal advice regarding their urgent family law issues. The staff attorney will work with volunteer attorneys to deliver services to several hundred clients per year.
- Provide advice and brief services to domestic abuse survivors and their families so that they can leave abusive situations and stabilize their lives.

- Work directly with low-income clients to prepare them to interact with the courts in a way that preserves their rights and keeps their families safe.
- Identify systemic problems that affect SU2J's clients' rights in family court and address these challenges through research, affirmative litigation, and policy work.
- Collect and report on client outcome data.
- Recruit, train, recognize, and support volunteer attorneys and students who participate in the delivery of services to SU2J's family law clients.

### **HOME Duties and Responsibilities**

- Provide advice and brief services to tenants facing eviction, habitability concerns, and other urgent housing matters. These services may extend to direct representation of the tenant in Justice Court.
- Work closely with staff who coordinate SU2J's housing clinics that use volunteer attorneys to provide tenants with legal advice and representation regarding their urgent housing matters.
- Coordinate the Housing Appeals Project, which may include:
  - Identifying meritorious cases for appeal
  - Case management of the appeal
  - Updating Appellate Brief Bank
- Identify systemic problems that affect SU2J's clients' housing rights and address these challenges through affirmative litigation and policy work.
- Collaborate with local and national tenant advocacy groups.
- Recruit, train, recognize, and support volunteer attorneys and students who participate in the delivery of services to SU2J's housing law clients.
- Collect and report on client outcome data.
- Research regarding community housing issues.
- Oversee staff who coordinated SU2J's housing outreach projects, designed to educate tenants about their rights and responsibilities, prevent disputes with landlords, and help tenants avoid eviction.

**Core Competencies:**

- Member in good standing with the State Bar of Arizona.
- Demonstrated commitment to access to justice issues.
- Excellent communication and writing skills in addressing various audiences.
- Demonstrated legal research, writing, and oral advocacy experience.
- Strong organizational skills
- Ability to take initiative and to work independently and as a part of a team.
- Experience working with low-income clients.
- Technology competence

**Compensation and Benefits:**

The Staff Attorney position is a one-year contract position, with the possibility of extension after a successful annual review with SU2J leadership. Compensation for this position has been set at \$60,000. The benefits package includes health insurance, health leave, vacation, and personal days.

**Applications:**

Applicants may apply directly to Step Up to Justice and are encouraged to apply before May 1, 2024. Interviews will be conducted on a rolling basis until the position is filled.

Please send cover letter, resume, and references, to: Michele Mirto, Executive Director at [mmirto@stepuptojustice.org](mailto:mmirto@stepuptojustice.org).

***In a separate page from your cover letter, please address the following:***

*Step Up to Justice's clients are low-income members of our community. They include the working poor, seniors, veterans, and people with disabilities. How do you think your personal background or experiences, professional or otherwise, have prepared you to address the needs of SU2J clients? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.*