



**Lexington Director / Attorney
at CHILDRENS LAW CENTER**

*Established in 1989, Children's Law Center, Inc. (CLC) is a unique nonprofit law firm that protects the rights of children and youth—so they can grow into adulthood in safe, healthy ways. Through direct legal assistance, policy reform, and community education, CLC advocates for young people across Ohio and Kentucky. We offer services across the justice system, child-welfare system, education system, and beyond. In addition to its staff and attorneys in Covington, KY, **CLC is now hiring for 2 positions in our office in Lexington, which we hope will have a Director and a staff attorney in early 2024.***

We invite you to join the passionate, caring, and knowledgeable team!

Position Description: Children's Law Center, Inc. (CLC) is seeking an attorney to be the new Director of our Lexington office. The function of this position is help CLC a growing team in Lexington, to direct and manage operational aspects of the organization in the Lexington Office, and to participate in direct client representation, policy advocacy, and community education.

CLC intends to hire an attorney for this position by early 2024 – and to hire a second attorney in the Lexington Office, as the team grows. CLC also partners with law schools for interns, sometimes year-round. Thus, the Director position will have supervision responsibilities and will be part of expanding and shaping CLC's presence in the region.

Responsibilities:

- Ensure high-quality legal advice, representation, and pro-se guidance from CLC's Lexington office. Manage intake processes and oversee cases. Provide representation in local courts, schools and administrative agencies, regularly advocating for the rights of children. Provides representation and/or timely accurate information, legal advice, referral, self-help materials, and guidance to those seeking assistance. (Family court experience and/or experience in education law or juvenile justice is beneficial.)
- Lead strategies and programs for CLC's Lexington Office. Work with the Executive Director to establish office goals and activities.
- Develop and implement an annual plan to manage operational functions of CLC's Lexington Office, including information technology, fiscal management, service requests, data collection, file management, and office management.
- Lead community education and outreach efforts for CLC's Lexington Office, including developing presentations, attending community events, and creating educational handouts.
- Supervise one staff attorney (to be hired) initially – and any additional staff as the office grows. Recruit, screen, train, and support new staff as needed.
- Recruit, screen, train, and manage interns and volunteers, including handling reference checks, exit interviews, and feedback. Ensure supervision of student programs in the Lexington Office.
- Manage the contract attorney(s) affiliated with CLC's Lexington Office – currently in Louisville.

- Develop and maintain good working relationships with clients, the local bar, judges, court personnel, community partners, and other appropriate individuals.
- Conduct and/or participate in case conferences, staff meetings, and other organizational meetings as appropriate and/or required.
- Work with the Executive Director and Development Director on fundraising activities connected to the Lexington Office, including assisting with grant proposals, fostering relations with current/potential funders, and creating reports for funders.

Required: J.D.; Kentucky bar admission or ability to waive in; excellent communication and interpersonal skills; ability to multitask effectively; ability to thrive in different legal environments; cultural competency; desire to work with community partners.

Preferred: Previous family law and/or education law experience; demonstrated desire and history of public interest practice; leadership experience and more extensive legal experience; experience working with different community partners and stakeholders; demonstrated desire and history of public interest practice.

Please send a letter of interest and resume to Ashley Booher, Project Administrator, at abooher@childrenslawky.org. Applications will be reviewed on a rolling basis.