

**NORTHEAST NEW JERSEY LEGAL SERVICES  
ASSISTANT MANAGING ATTORNEYS  
PUBLIC BENEFITS & FAMILY UNITS**

Northeast New Jersey Legal Services (NNJLS) seeks Assistant Managing Attorneys to supervise its Public Benefits and Family Law Units. The positions are full-time with the ability to work a hybrid schedule.

Northeast New Jersey Legal Services' mission is to ensure equal access to justice for low-income residents of Bergen, Hudson, and Passaic Counties, New Jersey. In order to accomplish this mission, NNJLS provides a full array of free legal services in civil matters, including legal representation, advocacy, advice, community legal education, and other legal services.

**Location:** Northeast New Jersey Legal Services provides services in Bergen, Hudson, and Passaic Counties. Offices are within easy commuting distance from Northern New Jersey and New York City via public transportation.

**Position Description:** The Assistant Managing Attorney, along with the Managing Attorney, will supervise the work of all unit casehandlers including paralegals. Supervision includes but is not limited to, designing and implementing unit priorities and case handling protocols, providing training to new attorneys, overseeing the overall performance and day-to-day activities of the unit, and working alongside other managers to ensure the efficient and effective delivery of services. The Assistant Managing Attorney will also carry a caseload and participate in community education and outreach. Some travel between offices is required.

**Position Qualifications:** The Assistant Managing Attorney must be admitted to practice law in the State of New Jersey and have at least three years of Benefits or Family Law practice experience. Excellent writing and oral advocacy skills are also required. Prior Legal Services experience or a demonstrated commitment to legal assistance for the disadvantaged is preferred. Prior supervisory experience is a plus. NNJLS offers a positive workplace among colleagues who enjoy and are passionate about their work. We encourage a supportive, teamwork environment, with work-life balance.

**Salary/Benefits:** NNJLS provides an attractive salary starting at \$83,000 commensurate with experience, and a generous fringe benefits package including but not limited to, comprehensive health/dental/life insurance, 401(a) and 403(b) retirement plans. We encourage a supportive teamwork environment, with work-life balance, including generous paid time-off, flexible hybrid remote work schedules, and in-house trainings that offer CLE credit. Employment at NNJLS also provides access to federal loan forgiveness programs for those that qualify. NNJLS is an equal opportunity employer, including supporting individuals with a disability and veterans. For more information about NNJLS, please visit our website [www.northeastnjlegalservices.org](http://www.northeastnjlegalservices.org).

Please submit your resume and a cover letter detailing your qualifications and interest in the position to: HRNNJLS@LSNJ.ORG