



Now Hiring: Full Time Family Law Staff Attorney

Overview:

Noor Family Services (“NFS”) is a non-profit 501(c) 3 organization that works to support survivors of domestic violence and sexual assault in immigrant and refugee communities. By delivering high quality legal services, case-management, referrals, counseling, and education, NFS fulfills its mission to assist survivors of domestic violence to reach independence and to promote culture change by shifting norms that are used to perpetuate domestic violence.

Position Summary:

Reporting to the Executive Director, the Full Time Family Law Staff Attorney will be the key party responsible for providing family law services and representation to victims of domestic violence, stalking, sexual assault, and dating violence. The Family Law Staff Attorney will oversee and manage a caseload of family law proceedings, including Temporary Protective Orders, divorces, child custody and alimony enforcement. Key responsibilities will be to draft family law pleadings, motions, and other necessary documents in preparation of attendance of hearings, trials, and other court proceedings, and supervision of the agency’s legal staff.

The Family Law Staff Attorney must have the capacity to address the goals of the project, be capable of successfully implementing the proposed project activities, and serve victims with a diplomatic and trauma-informed approach. Candidates must possess a Juris Doctorate from an accredited law school and have a valid license to practice law in the State of Georgia. Ideal candidates for the position will possess a minimum of five years’ experience in family law matters, and three years’ experience representing victims of abuse. The position requires outstanding interpersonal and communication skills, an understanding of the cultural nuances of the population served, and outstanding organizational and multitasking abilities. The ability to speak a second language will be considered a plus.

Primary Responsibilities:

- Supervise the legal services staff, including a paralegal and legal advocate.
- Provide guidance to legal services staff in researching, interpreting, and applying legal principles of a complex nature within the assigned work area.
- Provide performance feedback to legal services staff, and conduct performance evaluations and performance improvement plans.
- Prepare, draft, lead and direct all family law, including Temporary Protective Order cases, divorce, child custody, and alimony enforcement matters.
- Attend hearings, trials, and court proceedings, including mediation sessions.
- Ensure clients are updated in a timely and professional manner on the status of cases.
- Ensure case files are maintained in accordance with the agency’s policies and program requirements.



- Ensure all client data is recorded in the agency's data management program in a manner that adheres to the confidentiality requirements of the agency.

Employment Standards:

- Knowledge of the rules and regulations governing the practice of law in the State of Georgia, and Rules of Conduct and procedures as they apply to the performance of major duties and responsibilities of the position.
- Effective investigation techniques, case management and presentation of matters to State Courts in Family Law Matters and Temporary Protective Orders.
- The scope and character of Georgia statutory law and provisions of the United States and Georgia Constitutions.
- Rules of evidence and conduct of proceedings in Superior and State Court hearings.
- Working knowledge of the American Bar Association Commission on Domestic and Sexual Violence standards.
- Modern office practices and procedures, including the use of standard computer software such as Microsoft Office and case management system applications.
- Effective work coordination and strong case/project management principles.
- Supervisory principles regarding planning, assigning, directing, and reviewing the work of others.
- Supervisory principles regarding performance evaluation.
- Time management.
- Legal research and preparation of reports, briefs, and pleadings.
- Mediation, negotiation, and conflict resolution.

Qualifications:

- Juris Doctorate from an accredited law school and an active member in good standing in the State Bar of Georgia.
- Five (5) plus years' experience in family law counsel and matters.
- Three (3) plus years' experience in serving domestic violence victims and survivors.
- Three (3) plus years' staff supervision experience.

Compensation:

- The agency offers a competitive salary (range \$100,000- \$150,000) based on experience and expertise. **This is a full-time position.** Benefits include generous paid time off, mileage reimbursement, professional liability insurance, continuing legal education, health insurance stipend, and a retirement matching contribution.

Please send your resume to ed@noorfamilyservices.org. Application deadline is August 31st, 2026.