

**CITIZENS CONCERNED for CHILDREN, Inc.**  
**Attorneys for Children**  
200 East Buffalo St., Suite 102A  
Ithaca, New York 14850  
(607) 277-3198 Fax: (607) 277-0246

**JOB VACANCY POSTING: MANAGING ATTORNEY**

Citizens Concerned for Children, Inc. is a not-for-profit law office that has provided legal representation to the children of Tompkins County for over thirty years, expanding to Cortland County in 2018. Since its opening in 1986, Citizens Concerned for Children, Inc. has been recognized for its exemplary standard of practice, including its commitment to treating clients with compassion and respect; advocating forcefully for them; using the law and legal remedies creatively; and seeking to improve the representation of children within the community by modeling excellence. Our clients are typically involved in the following types of legal proceedings: abuse and neglect, termination of parental rights, custody and matrimonial, juvenile delinquency, paternity, adoption, family offense, and persons in need of supervision. The agency has offices in Tompkins County and Cortland County.

**JOB RESPONSIBILITIES:**

- Supervise, train, and mentor agency staff; hire agency staff with assistance of the Board of Directors
- Oversee agency operations and administrative functions, including contract and budget submissions.
- Effectively represent children as subjects or parties in assigned cases and serve as a strong advocate for them in a manner consistent with the law and rules governing the conduct of attorneys in general and attorneys for children in particular.
- Work both independently and cooperatively with other staff as a team; create an esprit de corps.
- Maintain calendar and files in compliance with the office's best practices expectations.
- Provide case coverage for the other attorney(s) as assigned by the Managing Attorney.

**QUALIFICATIONS:**

- Registered attorney in good standing, admitted to practice in New York State, satisfying all requirements needed to ensure continuation of license.
- Demonstrated experience as an effective attorney for children and experience in the practice of family law.
- Knowledge of civil and criminal laws and regulations related to New York State family law.
- Strong legal practice and communication skills, commitment to ethical and professional rules of conduct, and familiarity with dispute resolution techniques.
- Supervisory experience.
- Experience in operating a personal computer and computer applications utilized by the office.
- Time management skills to ensure quality while serving a diverse and demanding caseload by working efficiently and meeting deadlines.
- A current NYS driver's license and a registered, insured vehicle available for use during working hours.
- Respect for, and an ability to work with, diverse populations.

*Citizens Concerned for Children, Inc. is an equal opportunity employer.*  
Salary is commensurate with experience and qualifications.

Please send a cover letter, resume, and names and contact information for three references via email to:  
[KSullivan@attorneysforchildren.org](mailto:KSullivan@attorneysforchildren.org)

**DEADLINE FOR APPLICATIONS IS: November 12, 2021 at 3 p.m.**