**PARTTIME IN-HOUSE ATTORNEY**

**Location: Austin, Texas**

**Reports to: Chief Financial Officer**

**Start Date: November 1, 2024**

Texas CASA (Court Appointed Special Advocates) is part of a national volunteer movement that began in 1977 in Seattle when a juvenile court judge conceived the idea of citizen volunteers speaking up for the best interests of children who are in foster care due to allegations of abuse or neglect. Today, the CASA movement has evolved into one of the largest volunteer organizations in the country. CASA volunteers are appointed by judges to watch over and advocate for these children in court, school and other settings; with the goal of reuniting children with their families whenever safe and possible. Volunteers stay with each case until it is closed with the goal of ensuring these children are kept safe and have the opportunity to thrive and grow.

In Texas, there are 74 local CASA volunteer advocacy programs with more than 8,000 volunteers serving over 20,000 children in 220 counties across the state. Texas CASA is the statewide organization that provides funding, resources, training and support to these local programs to ensure they can operate effectively and seek out the best possible volunteers who will advocate passionately for the children they serve.

Texas CASA is an inclusive, welcoming and affirming organization that values, celebrates and actively seeks out diverse candidates. We are an equal opportunity employer and do not discriminate against any individual, employee or applicant on the basis of race, national origin, color, creed, sex, age, pregnancy, sexual orientation, gender identity, gender expression, disability, or veteran or citizenship status. People of all identities are encouraged to apply.

**POSITION SUMMARY:** To provide legal counsel and guidance to the organization on contract management, human resources, policy development, and any other legal matters that arise.

**ESSENTIAL FUNCTIONS:**

* Provide legal advice and guidance for Texas CASA based on applicable state and federal laws, regulations, statutory provisions, and guidance to maintain best practices and address areas of concern as needed.
* Review, analyze, negotiate, and draft contracts and other legal agreements, as needed.
* Provide legal advice and guidance on the Texas Family Code and issues affecting Texas CASA and local CASA programs.
* Act as a legal generalist, addressing issues in all areas of law and working with outside counsel as required.

**MINIMUM QUALIFICATIONS:**

* Three years of experience as an attorney.
* Experience in contract development and management.
* Must pass background check.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Excellent verbal/written communication and listening skills.
* Ability to manage multiple projects and meet deadlines effectively.
* Knowledge of the Texas Family Code and Texas Government Code.
* Commitment to diversity, equity and inclusion; as well as willingness and openness to learning, growing and having discussions around this arena.

**PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:**

The Primary office is Texas CASA’s headquarters in Austin, TX. Although work may be performed in a remote location requiring ongoing computer use, Texas CASA requires weekly transportation to the primary office at the discretion of the CEO. While in the primary office, the employee may be occasionally exposed to a variety of working and environmental conditions, that could involve intermittent physical activities including bending, reaching, sitting, and walking during working hours.

Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.

**FLSA Status**: Exempt

**COMPENSATION:** Salary of $60,000 for anticipated 22 hours per week.

**BENEFITS:**

Hybrid (partially remote and in-person) working environment. In addition, new staff will be eligible to participate in Texas CASA standard employee benefit programs on the first of the month after 30 days following the date of hire. Benefits include:

* + Vacation, Personal Days, Paid Sick Time
	+ 403(b) Retirement Plan with 5% Employer Contributions
	+ Workers Compensation Coverage

**HOW TO APPLY:**

Please apply through Workable at <https://apply.workable.com/texas-casa/j/315C30759E/> by uploading your resume and cover letter. We do not accept phone inquiries regarding the position.