

Pro Bono Volunteer Opportunity: Crime Victims Treatment Center (New York, NY)

Fall 2025 Semester

Description:

The Crime Victims Treatment Center (CVTC) is seeking a Spanish-speaking Pro Bono Volunteer to support our Legal Services Program (LSP). The volunteer will assist with trauma-informed legal advocacy for survivors of interpersonal violence, with a strong focus on Family Law, Criminal Justice Advocacy, and Immigration Relief (U visa, T visa, VAWA, asylum, SIJS).

Under the supervision of the Program Manager and legal team, the volunteer will gain hands-on experience working with survivors of sexual violence and other trauma through direct client support, legal research, and case preparation. This is an opportunity to contribute to survivor-centered legal work within a supportive, interdisciplinary team environment.

Key Responsibilities:

1. Legal Support and Casework

- a. Support attorneys in representing survivors in Family Law matters such as divorce, custody/visitation, and orders of protection.
- b. Assist with Immigration relief applications, including U visas, T visas, VAWA self-petitions, asylum, and SIJS.
- c. Participate in Criminal Justice Advocacy, including liaising with law enforcement and District Attorneys' offices to support survivors throughout the criminal process.
- d. Conduct legal research, draft memos and declarations, and help prepare filings.
- e. Help maintain accurate and confidential case notes and client documentation in line with CVTC policy and ethical obligations.

2. Survivor Intake and Legal Helpline

- a. Conduct trauma-informed legal intakes and follow-up interviews under supervision.
- b. Help respond to calls on CVTC's Legal Helpline, providing information, support, and referrals in Spanish and English.

3. Collaboration and Training

- a. Attend team meetings, case rounds, and cross-disciplinary discussions.
- b. Collaborate with CVTC's clinical and community programs to ensure holistic client support.
- c. Participate in CVTC's training opportunities to build expertise in trauma-informed, survivor-centered legal advocacy.

Qualifications:

- Current enrollment in an accredited law school (rising 2L or 3L and LLMS strongly preferred).
- Fluency in Spanish (required); additional languages such as French and Mandarin are a plus.
- Demonstrated commitment to supporting survivors of sexual and interpersonal violence.
- Strong legal research and writing skills.
- Ability to work with sensitivity, discretion, and cultural humility in a trauma-informed setting.
- Prior experience in immigration, family, or public interest law is preferred but not required.

Additional Information:

- Time Commitment: Flexible; approximately 4-8 hours minimum per week during the semester (CVTC team will establish deadlines and expectations that can be completed during the students' desired work hours.).
- Location: Hybrid, with some required in-person presence in New York City.
- Compensation: Unpaid; CVTC will support volunteers seeking to at least 50 hours of pro bono legal work to satisfy the pro bono requirement of the New York State Bar. CVTC will also support applications for academic credit or funding through law schools or fellowships.

Application instructions

To apply, please submit a resume and cover letter to mwavre@cvtcnyc.org no later than September 26, 2025. Interviews will take place by phone on a rolling basis, and potential student interns will be notified by email if selected for an interview.

Contact Info:

Marie Wavre, Esq.(she/her)

Legal Services Program Attorney Program Manager

Email: mwavre@cvtcnyc.org

Website: <https://cvtcnyc.org>

Address: 40 Exchange place, Suite 510, New York, New York 10005