

# **The Legal Project, Inc.**

*Capital District Women's Bar Association*

## **POSITION STATEMENT**

(Non-Exempt—18 Month OVW Grant Funded Project)

**TITLE:** Campus Legal Services Coordinator

**RESPONSIBLE TO:** Supervising Attorney

The Legal Project is a not-for-profit 501(c)(3) organization located in Albany, NY, that has grown from a small pro bono volunteer program in 1995 into an innovative staff-based and pro bono program that leverages community resources and experience in providing free and low cost civil legal services to domestic violence victims and the working poor. Our many programs include family court and divorce representation in domestic violence cases; legal advocacy and assistance to college students who are victims of sexual assault or interpersonal violence; immigration services; foreclosure prevention; wills and end of life planning; bankruptcy; veteran's legal clinics; small business legal assistance; and community legal clinics on general civil legal issues. The Legal Project also provides community education and professional training.

The Legal Project provides access to the protections of the law to advance the safety, stability and independence of the people we serve and strengthen our communities. We do this by advising, advocating for and representing people who have traditionally had difficulty obtaining civil legal assistance.

Based upon these beliefs, the mission of The Legal Project is to make the law more accessible to those in need, to increase the legal community's involvement in pro bono work; and to serve as a resource on legal issues. We feel a special commitment to women and others who may have difficulty in obtaining legal assistance.

### **GENERAL STATEMENT OF DUTIES:**

1. Conduct telephone intake for victims of campus related domestic violence, sexual assault or stalking including screening caller to assess victimization, accurately recording information relating to caller's experiences, income and history of legal involvement. Assess clients' needs and take appropriate action.
2. Complete all record keeping and case management related to client files.
3. Meet and have on-going contact with representatives of each campus involved in the project and speak at various campus events as appropriate.
4. Provide training to college students, campus personnel, and to the community as appropriate
5. Act as a liaison to domestic violence and sexual assault advocates in the community and on campuses.
6. Responsible for preparation of federal grant reports.

7. Attend and assist in coordinating monthly Campus Consortium Meetings.
8. Act as a representative of The Legal Project at outreach and community education events.
9. Assist in the establishment of procedures related to students in need of legal services.
10. Participate in team problem solving to ensure the smooth and effective functioning of programs. Trouble-shoot and assist with creative problem solving relating to client and attorney issues.
11. Develop and maintain referral resources and serve as a linkage between clients and community resources.
12. Perform other duties as assigned.

## **QUALIFICATIONS**

1. Bachelor's Degree and/or degree in Paralegal Studies preferred.
2. Fluency in both written and spoken Spanish language is preferred.
3. Experience: Direct services experience in a non-profit organization is desired. Domestic violence, sexual assault and victim services experience strongly preferred, including LGBTQ issues. Knowledge and experience in campus related violence issues preferred.
4. Training and/or experience with Trauma Informed Care is preferred.
5. Experience with federal grant reporting and compliance is preferred.

## **OTHER PREREQUISITES:**

- a. Thoroughness, organization and attention to detail.
- b. Commitment to team approach in legal services.
- c. Ability to relate well and establish rapport with campuses, clients and attorneys.
- d. Ability to work independently and cooperatively with other program staff and agencies to meet program needs and objectives.
- e. Ability to speak in public and represent the program in meetings and conferences; strong writing skills and experience in using social media and technology to advance program goals.
- f. Willingness to keep updated in the field and to continue training.
- g. Flexibility and ability to travel as needed and work on occasion on evenings or weekend days.

**Application Instructions:**

Send cover letter, writing sample, resume and list of references to Bridgit Burke, Legal Director, at 24 Aviation Road, Suite 101, Albany NY 12205 or email [bburke@legalproject.org](mailto:bburke@legalproject.org).

The Capital District Women's Bar Association Legal Project, Inc. is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.

**Application Deadline:** Candidates are encouraged to apply as soon as possible. Interviews will be held on a rolling basis until the position is filled.

**Salary Range:** \$40,000 to \$45,000 depending on experience.