

### **Position Summary**

The Iowa Coalition Against Sexual Assault (IowaCASA) is seeking an experienced legal professional to join our dedicated and passionate team. The position will work collaboratively in a team to implement a legal services program that provides pro bono civil legal representation and advocacy to survivors of sexual violence and stalking. Practice areas include, but are not limited to: administrative law, landlord/tenant law, family law, educational law, and civil rights law. This position requires excellent verbal and written communication skills, experience with civil legal representation of victims, knowledge of sexual violence issues and dynamics, and ability to work independently state wide.

Bi-lingual and Black, Indigenous, People of Color encouraged to apply.

### **Qualifications**

Candidates should possess:

- Minimum 5-7 years of legal experience providing direct civil representation and be licensed to practice law in the State of Iowa.
- Knowledge of issues related to sexual assault intervention and prevention.
- Excellent oral and written communication, organization, and time management skills.
- Ability to manage multiple projects at one time, work independently and with a team, and meet deadlines.
- Demonstrated knowledge of issues involved in working with diverse populations and organizations.
- Knowledge of state and federal legal issues related to gender based violence, crime victim rights, and education.
- Commitment to anti-racism and social justice values, ethics, and work.

Preference will be given to candidates with experience in the areas of administrative hearings (unemployment, public benefits, civil rights commission, etc.) and family law (child support, child custody, etc.).

### **Responsibilities**

- Represent clients in civil matters related to sexual assault issues, with a particular focus on sexual assault victims, particularly in rural settings.
- Collaborate with legal team to implement and meet the goals and objectives of the grant program as funded by the Office on Violence Against Women.
- Provide technical assistance to sexual assault victim services programs and community partners on legal issues as they relate to assisting survivors of sexual assault, including but not limited to:
  - Confidentiality
  - Health care and evidentiary exams

- Civil protective orders
- Crime victims' rights
- Educational and administrative law
- Provide legal supervision to Legal Advocate and law clerk(s) to maintain confidentiality.
- Plan, conduct, and coordinate trainings with project partners on legal issues for victims of sexual assault.
- Assist contract lobbyist, Communications Specialist, and Executive Director in developing and advancing the policy interests of the agency.
- Assist with grant management and reporting requirements as requested by IowaCASA management team.
- Participate in project and agency staff meetings and board meetings as requested.
- Actively participate in anti-racism, social justice, and anti-oppression work of the coalition.
- Other duties as assigned.

***\*Please Note\* This position may be located remotely in an external partnering office within a 30-mile radius of Des Moines metro area\****

**Status:** Exempt

**Hours per week:** Full-Time

**Minimum Starting Salary:** \$62,000

**Position reports to:** Executive Director

**Other requirements:** Requires extensive statewide travel and occasional national travel. Proof of valid driver's license, acceptable driving record, and auto insurance required; or ability to use alternate transportation. This position is located in Des Moines, Iowa.

***\*Currently, due to the COVID pandemic, IowaCASA staff is not traveling and are either working from home or in a socially-distanced space at the main IowaCASA office. If it becomes safe to travel, according to medical authorities, the position would require travel.\****

**Benefits:** Health, dental, life, and disability insurance are offered under a group plan. Retirement plan is available. Flexible hours, paid holidays, sick leave, and vacation.

*The above statements are intended to describe the general nature and level of the work being performed by the individual(s) assigned to the position. This is not an exhaustive list of all duties and responsibilities. IowaCASA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*



## IowaCASA Staff Attorney

**Additional Information:** The Iowa Coalition Against Sexual Assault is a vibrant organization working to unite people and organizations to promote a society free from sexual violence and to meet the diverse needs of survivors. IowaCASA is a progressive organization, and works towards goals that will improve the well-being of survivors in many aspects of their lives. We support disenfranchised groups and actively work on anti-racist initiatives. Our staff abide by the philosophy and mission of IowaCASA. IowaCASA is a small, statewide non-profit organization that provides a friendly, fast-paced work environment.

IowaCASA's continuing success depends upon the qualifications of the individuals the agency employs. IowaCASA is an equal opportunity employer. In accordance with state and federal law or local ordinance, the agency will ensure that the following personnel matters will be administered without regard to age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability.

**POSITION OPEN UNTIL FILLED**