



Ohio Alliance to End Sexual Violence

Position Description for: Legal Assistance for Victims (LAV) Administrative Assistant

Ohio Alliance to End Sexual Violence (OAESV) is Ohio's members-based statewide coalition. OAESV strongly believes that there is power and strength in our collective voices. A primary function of the coalition is to ensure there is a continuum of timely, inclusive, and effective supports, services, and resources for all individuals who have been impacted by sexual violence and want that access. We do this work through an anti-oppression lens.

The Ohio Alliance to End Sexual Violence (OAESV) seeks a full-time [Legal Assistance for Victims \(LAV\) Administrative Assistant](#) to work directly with the Director of Legal Services & Advocacy and the LAV Attorneys. The LAV Administrative Assistant is responsible for providing legal support to the Ohio Survivor Legal Assistance Clinic, which represents survivors of sexual violence and human trafficking across Ohio's 88 counties, with a particular emphasis on areas with a documented lack of resources for survivors. In addition, this position will assist with the coordination of trainings and events with other members of the OAESV Legal Team. This position will collaborate with the Legal Team on comprehensive and coordinated legal representation for survivors in a variety of hearings and processes across Ohio.

Our ideal candidate will share our passion and commitment to believing and supporting survivors, holding perpetrators accountable, and taking effective action to end sexual violence in Ohio. We also expect that all members of our team recognize that sexual violence and oppression are intricately linked, and are dedicated to grappling with the complexities of societal power and privilege in order to create an inclusive movement to end sexual violence. Candidates must be able to recognize personal biases and address them productively, as well as communicate effectively with a wide range of individuals, groups, and organizations.

All applicants must be familiar and agree with OAESV's mission statement and philosophy regarding the elimination of sexual violence, anti-oppression, empowerment, inclusiveness, and social change. Ideal candidates will have a solid understanding of the root causes of sexual violence, knowledge of macro-level, statewide work, and the need to create public policy advocacy strategies to end sexual violence. As is the case with all positions on our team, the selected candidate will be expected to think outside of the box, to be solution-focused, and to find opportunity amid challenges. The ideal candidate will have empathy, vision, a positive attitude, high professional standards, and passion for the mission of OAESV. In addition, candidates should be politically savvy, outcome-oriented, and interested in being part of a progressive, mission-driven team. They should have a mind for strategic planning and work with intention and accountability.

SALARY RANGE: \$35,000 - \$38,000 a year, commensurate with experience

REPORTS TO: Director of Legal Services & Advocacy for OAESV administrative policies and practices, and Managing LAV Attorney for Clinic policies and practices

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide administrative support to attorneys providing holistic legal representation for survivors of sexual violence, with an emphasis on immigrant survivors, rural survivors, and survivors engaged in K-12 and campus Title IX matters
- Engage in a variety of office tasks including but not limited to completing forms, scanning documents, uploading materials, and working within professional systems
- Collaborate with legal team to maintain VAWA-compliant confidentiality policies and procedures
- Collaborate with local program advocates and OAESV Legal Team staff to connect with clients, when appropriate
- Support the creation and implementation of continuing legal education (CLE) for attorneys, as well as webinars and in-person trainings on legal options for rape crisis program advocates, by supporting, submitting, and tracking OAESV CLE trainings and appropriate documentation
- Connect with law firms, attorneys, and law schools capable of serving survivors of non-intimate partner sexual violence, in coordination with the Clinic and Legal Services & Advocacy
- Assist the coordination of brief advice hours, clinics, and times to survivors at convenient locations, depending on need
- Work with other staff members to secure cost-effective interpreting services for survivors engaging LAV-funded services

OTHER DUTIES AS ASSIGNED

- Engage with OAESV staff, both individually and as a group, including through meetings, retreats, and programmatic collaborations
- Adhere to the philosophy, policies, and procedures of OAESV
- Complete other tasks as necessary to carry out OAESV's mission and work - as assigned by supervisor

QUALIFICATIONS – Organized Professional, Anti-Oppression Approach, and Ability to Support Legal Representation

- Ability to work independently and as part of a team to assist in legal representation of survivors through LAV-approved case types that arise
- Ability to monitor and adhere to deadlines

- Highly organized with an ability to balance multiple projects
- Excellent written and verbal communication skills, preferably with an ability to complete, proofread, and edit legal documents
- Self-directed work ethic and effective time management skills, with an ability to work in a fast-paced environment
- Experience working within professional systems; legal office or setting preferred but not required
- Discretion with an ability to maintain confidentiality and privilege
- Desire to elevate the voices and experiences of marginalized individuals and communities without profiting from their lived experiences
- Ability to work remotely as part of a team, and to travel as needed
- Ability to use computerized programs such as database, data processing, design/presentation software, case management software, and other communication and event software programs; preferred experience using the Microsoft suite and Clio case management software
- Ability to hear, reflect, and act on feedback regarding identity and equity with the aim to learn
- Awareness of and sensitivity to issues of sexual violence victimization, prevention, and response
- Proof of valid driver's license, acceptable driving record, and auto insurance required, or ability to use alternate transportation

HOURS & LOCATION OF WORK

This is a full time, salaried position (40 hours/week), requiring and offering flexible hours. Some evenings and weekends may be required. As part of a statewide coalition, the LAV Administrative Assistant will be based in the Columbus office with the option of a hybrid work environment, with the understanding that some meetings take place in rural parts of the state. Candidate must have the ability to communicate regularly with OAESV staff and to travel throughout the state as needed, including for regular all-staff meetings.

OAESV offers a [robust and competitive compensation package](#) to all eligible employees after 90 days, including but not limited to:

- 40 hours of vacation time accrued each quarter
- 8 hours of sick time accrued each quarter
- 1 self-care day each month
- Annual mental healthcare funding for provider of your choice
- Annual professional development funding
- Employee will be eligible for medical, dental, supplemental insurance, group life insurance, and a 401k plan

Ohio Alliance to End Sexual Violence is an equal opportunity employer. OAESV values the importance of addressing issues of racism, homophobia, ableism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color; sex; gender identity and expression; sexuality; national origin; religion; age; ethnic

background; and social, economic, immigration, marital, physical, and/or mental status. People from historically underserved communities are strongly encouraged to apply.

Please submit cover letter and resume to info@oaesv.org. Please highlight any experience that specifically addresses the essential functions.