



## Ohio Alliance to End Sexual Violence

### Position Description: Legal Services Specialist

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 Services Specialist](#) to work directly with the Director of Advocacy & Legal Services, Clinic Attorneys, and Survivor Coordinator. The Legal Services Specialist is responsible for providing legal support to the OAESV Legal 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 - \$40,000 a year, commensurate with experience

**REPORTS TO:** Director of Legal Services & Advocacy for OAESV administrative policies and practices, and Managing 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 a priority on rural areas of the state, survivors engaged in K-12 and campus Title IX matters, BIPOC survivors, LGBTQIA+ survivors, and male survivors. These priority areas are subject to change based upon needs and grants.
- Engage in a variety of office tasks including but not limited to completing forms, scanning documents, uploading materials, editing and organizing PDFs, drafting professional correspondence, sending faxes, managing attorney schedules, opening and processing mail, 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, including returning phone calls, sending email messages, and scheduling consultations.
- 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 Advocacy & Legal Services.
- Serve as primary point of contact during office hours for survivors and other professionals contacting the legal clinic for services and information. Assist with both in-person and virtual brief advice clinics to allow survivors to have direct access to legal advice from attorneys.
- Work with other staff members to secure cost-effective interpreting services for survivors engaging services.

## **OTHER DUTIES AS ASSIGNED**

- Engage with OAESV staff, both individually and as a group, including through meetings, retreats, and programmatic collaborations. These will include travel and overnight stays.
- Adhere to the philosophy, policies, and procedures of OAESV
- Provide back-up advocacy services, when necessary, to ensure no gaps in services to survivors.
- Share intake duties with other staff providing intake review and processing of applications.
- 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 approved cases
- Ability to monitor and adhere to deadlines
- Highly organized with an ability to balance multiple projects
- Excellent written and verbal communication skills, 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
- Ability to inform attorneys and/or supervisor of any questions, needs, or support, with a willingness to learn new skills
- Experience working within professional systems and environments; law office or other legal 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 (32-36 hours/week), requiring and offering flexible hours. Some evenings and weekends may be required. As part of a statewide coalition, the Legal Services Specialist can be based anywhere in Ohio, with the understanding that meetings take place all across 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 and events, including several overnight stays throughout the year. Proof of valid driver's license, acceptable driving record, and auto insurance required, or ability to use alternate transportation.

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 month
- Quarterly mental health stipend

- 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](mailto:info@oaesv.org). Please highlight any experience that specifically addresses the essential functions.