

Legal Services Coordinator

The Virginia Victim Assistance Network (VVAN), a non-profit organization, seeks qualified applicants for a Legal Services Coordinator.

The Legal Services Coordinator will provide administrative support and coordination activities to help develop and implement a new Legal Services Program and to plan for its growth and evaluation. The position is part-time and will report to the Victim Services Attorney. The position will be responsible to:

Coordinate and Manage Day-to-Day Operations (60 – 75% of time)

- Assist in the development of policies and protocols for the program
- Administer a legal assistance fund, including development and processing of applications and making initial recommendations for funding
- Administer client intake, including development and processing of applications for legal services and any initial outreach to potential clients for more information
- Provide support for the Victim Services Attorney, including management of scheduling and travel, case coordination, document preparation, and other administrative tasks as needed
- Work closely with the Finance & Office Manager to administer office and financial activities, including ordering office supplies, tracking program expenses, and coordinating activities to ensure smooth operation of the program
- Perform data entry required for grant reporting and to track program activities and goals
- Assist in the development of reports or other publications
- Assist with legal research, management of interns, and other duties as assigned

Conduct Public Awareness and Coordinating Activities (25 – 40% of time)

- Work in coordination with the Victim Services Attorney to develop and promote partnerships with allied professionals, including the development of relationships with: law schools, potential interns, pro-bono attorneys and/or attorneys who will provide services for a reduced cost/fee, and other legal assistance organizations or organizations that provide similar services
- Conduct outreach and public awareness activities when the attorney is unavailable and/or provide support as needed
- Develop marketing and public outreach materials; order, stock, and help deliver as appropriate

Education, Skills, and Experience:

- Bachelor's Degree in related field
- Demonstrated competence with program development and coordination
- Previous experience working in victim assistance or legal services preferred
- Excellent customer service skills to be a first point of contact for potential clients

- Exceptional organization skills including the ability to handle multiple assignments and prioritize work
- Outstanding communication skills, both written and verbal
- Ability to work well with diverse groups of people and multiple partners
- Organizational, problem-solving and time management skills
- Computer skills, including Microsoft Office Suite proficiency
- Bilingual abilities preferred, but not required

This part-time position is 15 hours per week, at a rate of \$15/hour and is contingent upon availability of grant funds. It is subject to a criminal and driving background check. Candidates must have the ability and means to travel as needed, and insurance on personal vehicle used is required.

Apply for the position by emailing a cover letter and resume highlighting your qualifications to cristi.lawton@vanetwork.org. Please type Legal Services Coordinator in the subject line. Application materials will be reviewed as received and will be accepted until the position is filled. Only applicants selected for an interview will be contacted. **To ensure full consideration, applicants are strongly encouraged to apply by September 16, 2019.**

The Virginia Victim Assistance Network (VVAN) is an Equal Opportunity Employer. VVAN does not discriminate on the basis of race, religion, color, sex, gender, identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.