

Kansas Coalition Against Sexual and Domestic Violence

Job Description

Position: Legal Assistance for Victims (LAV) Advocacy Coordinator

Responsible to: LAV Project Managing Attorney

Primary Responsibilities: Increase the availability of holistic legal representation for victims of sexual assault, domestic violence, and stalking through providing administrative support for provision of legal services to survivors, recordkeeping and grant compliance, and technical support and assistance.

Specific Duties:

- Provide administrative office support to LAV program including answering phones and communications between attorneys, advocates, and survivors, responding to emails, entering case information and technical assistance data into coalition office systems, organizing, and maintaining case management systems, maintaining and providing recordkeeping for the LAV program
- Communicate with advocates and survivors to assure evaluations are disseminated and survivor needs are being met
- Serve as a liaison with Kansas Legal Services (KLS), remaining in contact with KLS offices across the state, referring survivors to KLS when appropriate
- Assist with production of LAV newsletters and attorney and advocate trainings, as needed
- Assist with legal repository development, as needed.
- Coordinate and participate in other LAV-related projects as needed
- Assist with other KCSDV duties as assigned

Additional Benefits: Health, dental, life, and long-term disability insurance, Section 125 mini-flex plan, and 401k plan retirement contribution

Salary Range: \$40,000-\$45,000 DOE

Employment Status: 100% full-time, non-exempt

Knowledge, Skills & Abilities Needed: Strong preference for prior experience working in a sexual assault and domestic violence services organization. Excellent administrative and office skills. Good writing, spelling, communication, and interpersonal skills. Must be able to work in highly confidential environment. Ability to multitask. Experience and demonstrated knowledge of office systems including Word, Excel, Adobe Acrobat. Ability to travel and have means of own transportation. Must be able to lift and carry 20-30 lbs.

KCSDV is an equal opportunity employer. KCSDV does not consider race, color, religion, gender identity, sex, national origin, age, disability, veteran status, sexual orientation, or marital status in employment decisions. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based upon these grounds.