



Job Description:
Legal Services Coordinator

Status: Full-time, exempt

Salary: \$45,000 - 55,000/year, depending on experience

Location: Twin Cities, Metropolitan Area, MN (specifically Dakota County, MN)

Reports to: Director of Family Advocacy/Staff Attorney

Position overview

The Legal Coordinator coordinates the Esperanza Legal Services Project (ELSP), identifying potential collaborations, liaising with community partner, organizing administrative and program services for potential participants, supporting the staff attorney, and tracking and overseeing funding outcomes.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

Core responsibilities

- Work with the Department of Justice Office on Violence Against Women (OVW) program managers, training and technical assistance (TTA) providers, community partners, and Esperanza United staff to develop policies and procedures appropriate to the proposed legal services project.
- Build and strengthen relationships with community organizations, service providers, and systems in place in Dakota County, MN especially around responding to Latin@s experiencing domestic violence and needing legal assistance.
- Organize and facilitate meetings with the ELSP Attorney Advisory Council and the ELSP Survivor Advisory Council.
- Attend monthly Violence Free Minnesota domestic violence law meetings.

- Maintain knowledge of current resources and keep up to date with organizations to maximize benefits and services available for survivors in Dakota County, MN, and Twin Cities Metropolitan area.

Planning and administration

- Revise project goals and objectives and submit them to OVW for review and approval.
- Provide clear and timely data entry and work documentation for reporting purposes. Contribute to the analysis of the family advocacy program, the organization, and community at large.
- Participate in in-service and other job-related training.
- Provide presentations and training to community partners on trauma-informed and culturally relevant advocacy using our Latin@ Advocacy Framework.
- Work with Director of Family Advocacy/ELSP Staff Attorney to develop an annual work plan based on funding expectations and programmatic benchmarks. Monitor work plan, grant deliverables, and related budget expenses as assigned.
- Conduct monthly, quarterly, and yearly reporting based on funder specifications and other organizational needs.
- Provide administrative and program support for legal clinics and legal referrals.
- Perform a variety of administrative duties as needed.

Qualifications

Education and experience

- Undergraduate degree in a relevant area or an equivalent combination of relevant experience and training.
- Two-four years providing direct services to survivors in the Twin Cities Metropolitan area. Experience in Dakota County, MN strongly preferred.
- Demonstrated knowledge of gender-based violence within the Latin@ community and the intersections with race, ethnicity, culture, immigration, language justice, among other considerations and lived realities.

Skills and abilities

- Strong attention to detail.
- Strong project and time management skills.
- Highly responsible and accountable.
- Effective verbal and written communication skills with ability to tailor communication to various audiences.
- Bilingual (Spanish/English) and knowledge of the Latin@ community and gender-based violence strongly preferred.
- Critical thinker, problem-solver, solutions finder using strengths-based perspective.
- Ability to navigate complexity deftly and with tact and diplomacy.

- Highly organized and detail-oriented while still able to possess a “big picture” perspective.
- Ability to work with tight deadlines.
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
- Demonstrated ability to synthesize complex information.
- Ability to work effectively independently and in teams. Collaborative and dependable, non-ego driven.
- Adaptable - comfortable with emergence, complexity, and working with some ambiguity.
- Sound judgment and decision-making.
- Proficiency in use of PC computers, Microsoft and Adobe Suites, and donor management software and systems, among others.
- Ability to relate to people at all levels of an organization and model behavior consistent with Esperanza United’s vision, mission, and values.
- Committed to a learning culture, including race equity/anti-racist practices. Open to new ideas, innovation, and possesses an entrepreneurial spirit.

Work environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis) ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

What to expect in and from this position

- Working through a strength-based lens and empowerment model that moves participants to self-determine solutions that will work best for their unique lives.
- Forty to eighty hours of initial training, shadowing, and hands-on learning.
- Your opinion to be valued and considered when making local and national organizational decisions.
- Generous personal time off and encouragement to maintain your well-being and network of support.

To Apply

Send your resume and cover letter to humanresources@esperanzaunited.org with the subject header “Your Name Application – Legal Services Coordinator”.