Title: Legal Director, Civil Legal Assistance for Survivors of Sexual Violence

Status: Full Time = 30 hours per week/.75 FTE, Hours scheduled as required by duties, with compensatory time available for larger projects

Location: NMCSAP is located in Albuquerque, NM. Telework an option.

The New Mexico Coalition of Sexual Assault Programs is a Albuquerque-based non-profit entity serving the training and technical assistance needs of professionals addressing sexual violence in a variety of settings across NM. As the issue of sexual assault continues to be on the forefront of the national dialogue, more survivors are coming forward for legal assistance with their safety, privacy, education, housing, employment, financial stability, and immigration needs. Increasingly, there are legal implications and remedies that bear on the well-being of survivors and the agencies that serve them. The Legal Director provides legal education to outside entities and survivors, and direct legal services to NMCSAP.

Responsibilities:

- Review policies, legal documents related to NMCSAP
- Provide legal advice to NMCSAP staff and directors on matters relating to NMCSAP mission and services
- Statewide training relating to ethics, confidentiality, prosecuting sex crimes and civil legal remedies specific to sexual violence
- Offer legal education and consultation on campus civil procedures specific to sexual violence
- Provide civil legal resources to NMCSAP SASP partners and local universities
- Provide general relevant legal information to SASP, SANE, and CAC partners on service provision legal issues
- Conduct strategic outreach to community partners throughout New Mexico
- Work collaboratively with policy and program staff at NMCSAP on technical assistance projects
- Respond to legal inquiries by individual survivors
- Provide legal information to allied professionals
- Legislative support in the form of research, bill analysis, expert testimony, and advocacy
- Write grant proposals, budgets and reports to support this aspect of NMCSAP services
- Create legal materials for the public and for service providers
- Maintain and develop an attorney referral list
- Manage and participate as a mentor in the CJAAG/VAWA STOP Prosecution Mentoring Project
- Plan and execute training conferences
- Provide crisis intervention and legal information to survivors
- Other duties as assigned

Required Qualifications:

- Admitted to practice law in New Mexico and in good standing
- Minimum of four (4) years’ experience as a practicing attorney
- Experience as a trainer
- Ability to travel within the state with own means of transportation required (travel costs reimbursed)
- Ability to travel out of state twice per year, at minimum, recommended (travel covered by employer)
Current Valid NM Driver’s License and vehicle insurance
• Must pass local, state, and federal criminal background checks
• Commitment to equity and inclusion in the workplace and in service provision.

Preferred Qualifications:

• Experience working with sexual assault survivors
• Guardianship experience to help increase access to legal services for individuals with intellectual and/or developmental disabilities
• Courtroom experience
• Demonstrated interest in education law (K-12/campus sexual assault), housing law, and/or employment law
• Experience working with trauma survivors and marginalized communities (e.g. LGBTQ individuals, communities of color, people with disabilities, youth)
• Grant management/budgeting (legal program, only)
• Fluency in Spanish

Salary/Benefits

• Salary commensurate with education and experience ($70,000 - $80,000 / $44.87 per hr - $51.28 per hr.)
• Full-Time = 30 hours per week
• Reports to: Executive Director of the New Mexico Coalition of Sexual Assault Programs (NMCSAP)
• Home based office and use of NMCSAP office, plus project site travel
• 3% pension match
• 100% health insurance on Group Plan (Presbyterian)

NOTE: This job description is not intended to be all-inclusive. Employer may outline other related duties as deemed necessary by the NMCSAP Executive Director.

CORONAVIRUS ADDENDUM
Due to the Coronavirus, NMCSAP is currently a completely remote workforce. This position is, in non-pandemic times, based out of our Albuquerque office with the option to telework. If the successful candidate is hired while NMCSAP staff is still remote, we will work with that candidate to ensure that they have the tools, equipment, and digital onboarding to be successfully integrated into our remote work environment.

Application

To apply, please email letter of interest, writing sample, resume or CV, and references, to kathleend@nmcsap.org by close of business Wednesday, September 30, 2020. All communication about the position will take place through email only.