

JOB INFORMATION

Job Title	LEGAL DIRECTOR, NMCSAP, INC. Albuquerque, NM. Telework
LOCATION	Office ☐ Remote ☒ NMCSAP office as needed

JOB SUMMARY

The New Mexico Coalition of Sexual Assault Programs is a 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 at 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. The Legal Director provides legal technical assistance for NMCSAP and sexual assault partners (mainly SASPs, SANEs, and CACs) across the state, is a member of the NMCSAP policy team, and manages grant deliverables related to the legal department.

DUTIES AND RESPONSIBILITIES

- Provide legal advice and technical assistance to NMCSAP staff and directors on matters relating to NMCSAP mission and services
- Facilitate and coordinate statewide training on issues related to sexual violence for legal and non-legal practitioners.
- 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 NMCSAP program staff on legislative and policy efforts, including testifying and serving as expert on some policy issues.
- Provide legal information to allied professionals
- Work with leadership on identifying, writing, and reporting on grant proposals to support the legal department.
- Create legal materials for the public and for service providers
- Maintain and develop an attorney referral list
- Manage projects related to the NMCSAP Legal Department
- Respond to media outreaches as assigned
- Other duties as assigned

SKILLS AND SPECIFICATIONS

- Admitted to practice law in New Mexico and in good standing
- Minimum of four (4) years' experience as a practicing attorney
- 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 driver's license and vehicle insurance
- Commitment to equity and inclusion in the workplace and in service provision

MINIMUM EDUCATION AND QUALIFICATIONS

- Experience working with sexual assault survivors
- Courtroom experience
- Demonstrated commitment to legal issues impacting practitioners and survivors of sexual violence and child abuse (i.e. 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)

SALARY/BENEFITS

- Salary commensurate with education and experience. (Range: \$75,000 - \$95,000)
- Full-Time (30-40 hours per week)
- Reports to: Executive Director of the New Mexico Coalition of Sexual Assault Programs (NMCSAP)
- Remote based office and use of NMCSAP office, plus project site travel.
- Health Insurance - employee premium 100% paid by employer (+ employee payments for higher level of insurance and/or dependents)
- Retirement match up to 3%
- Some travel required throughout NM. One national conference/meeting required annually
- Professional Liability Insurance
- Subscriptions to professional legal databases as needed

TO APPLY

Send Resume, Cover Letter and three Professional References to employment@nmcsap.org

No phone calls, please. Questions about the position, start dates, etc. will be accepted at this address.

NMCSAP is an Equal Opportunity Employer.

"Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. NMCSAP is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. We are an equal opportunity employer, and we strongly encourage people of color to apply for open positions".