



Legal Services Coordinator

The Legal Services Coordinator is responsible for the administration of the WISE Legal Services Program for survivors of gender-based violence. This position collaborates with the WISE attorney, the NHLA LAV Project attorney, and advocates to pursue legal and court processes related to the aftermath of violence. The Legal Services Coordinator will work closely with advocates, local attorneys, and the court systems in Windsor and Grafton Counties.

Hours: 20-25 hours/week, salary, exempt

Reports to: This position reports to the Associate Director, and is part of the Legal Services Program.

Job Responsibilities:

- Participate in establishing initial protocols, procedures, materials, etc. for the WISE Legal Services Program, and recommend ongoing process improvements as needed
- Assess eligibility criteria for WISE Legal Services Program
- Act as liaison with NHLA for clients eligible for LAV Project
- Provide legal advocacy to survivors and communicate with survivors about the status, progress and impact of their case
- Provide consultation to WISE advocates and staff on legal advocacy including community resources, eligibility, applications, documentation and processes
- Support WISE attorney, NHLA LAV Project attorney, and contracted attorneys in client cases. Gather and arrange evidence and other legal documents, participate in strategy and provide insight to the impact of GBV
- Collaborate with WISE legal staff to develop relationships and partnerships with local/regional attorneys for the purpose of further support for survivors
- Maintain records of and documentation from ongoing survivor cases.
- Secure professional development opportunities on legal systems, strategies and resources for advocates and WISE staff
- Maintain updated reference list of legal resources, applications and requirements.
- Collect and report data on legal service needs and availability
- Attend WISE staff and team meetings, retreats, professional development.
- Other tasks as designated by the Associate and/or Executive Directors

Qualifications:

- Legal Advocacy or Paralegal experience
- Adept at building strategy across complex and high conflict legal cases in both civil and criminal courts
- Demonstrated interpersonal, organizational, and logistical skills; skilled at building and maintaining warm relationships with colleagues, survivors, and system partners
- Focused attention to detail, organization, and flexibility across tasks
- Experience with setting up organizational and resource systems
- Strong experience in survivor-centered advocacy

- Strong verbal and written communication, including data analysis and reporting
- Commitment to a feminist framework for understanding gender-based violence
- Computer literate in *at least* Microsoft Suite including especially Outlook, Word, Excel, Teams and WWW
- Reliable transportation, valid driver's license, required minimum vehicle insurance coverage
- WISE requires all employees to submit criminal background and driver's license checks, employment may be dependent on findings

Benefits:

- The salary range for this position is \$40,000 – \$50,000
- Other benefits include generous vacation time, 100% employee health premium coverage, and retirement fund contributions

WISE employees are expected to honor staff values and practice ethical communication.