



### ***Job Title***

Bilingual Legal Advocate

The Maryland Coalition Against Sexual Assault (MCASA) is Maryland's sexual assault coalition and includes the State's rape crisis centers and others concerned with ending sexual violence. Our mission is to help prevent sexual assault, advocate for accessible, compassionate care for survivors of sexual violence, and work to hold offenders accountable.

We believe we cannot successfully serve others if we do not take care of ourselves. MCASA staff are encouraged to practice self-care and are supported in finding a positive work-life balance. This position, along with the rest of the agency, will entail significant virtual work and allows for flexible scheduling.

Employees are expected to be available to travel to the MCASA office in Silver Spring within 90 minutes or live within the State of Maryland. While many job duties may be performed virtually, some are in person. This may include on-site meetings, meetings with stakeholders or community members, court proceedings, or other in person events. Employees may choose to work in the MCASA offices subject to COVID risk reduction protocols.

### ***Position Overview***

The Sexual Assault Legal Institute (SALI), a program within the Maryland Coalition Against Sexual Assault (MCASA), is seeking a full-time legal advocate (bilingual (English/Spanish) preferred); this position also has some administrative responsibilities related to law office management and provides legal services to survivors of sexual violence, and training & technical assistance to others working with survivors. Legal advocates report to the Senior Legal Advocate.

### ***Responsibilities and Duties***

- Provide high quality, culturally competent legal advocacy for survivors of sexual assault.
- Assist attorneys in representation of sexual assault survivors in a range of cases; these may include protective and peace orders, U-visa, family law, crime victim rights, education, employment and other cases.
- Increase SALI's presence on social media and improve legal information available on MCASA's agency-wide website.
- Coordinate and develop culturally competent outreach materials and arrange for appropriate translation of current SALI literature.
- Participate in forums and meetings relating to SALI activities.
- Conduct initial interviews (intakes) with survivors of sexual assault.
- Provide safety planning for survivors.
- Assist in production of training and technical assistance materials.

- Support effective agency communications including, for example, listservs, social media, e-newsletter, conference calls, etc.
- Collect data needed for grant reports, assist in preparation of grant applications and grant reports.
- Ensure compliance with grant objectives, goals, collection of data and reporting requirements.
- Assist in report preparation using SALI's Legal Server database.
- Assist in recruiting, training, and working with legal interns.
- Prioritize and fulfill responsibilities in accordance with available funding and grant requirements.
- Comply with or assist others in compliance with the Rules of Professional Conduct (legal ethics).
- Such other duties as assigned by the Managing Attorney or Executive Director & Counsel.
- Commitment to complying with PPE recommendations including wearing a mask, social distancing, and sanitation. Flexibility to work off-site or on-site.

### ***Qualifications***

- Commitment to ending sexual violence.
- Bachelor's degree required. Recent JDs considered only if committed to outreach and other responsibilities that may not fall under an attorney's usual duties AND committed to non-attorney position for significant period of time. Other responsibilities will include administrative tasks related to office management.
- Experience working with survivors of sexual assault or other power-based violence such as domestic violence, child abuse, elder abuse, or stalking preferred.
- Strong verbal and written communications skills. Performing arts or debating experience preferred. Ability to communicate in person, by phone, via email, and in writing required.
- Fluent in English; fluency in Spanish required.
- Access to a car and valid drivers license; this position requires travel within the State of Maryland. Out of state travel required 1-3 times annually.
- Skilled and enthusiastic about developing ways to share legal and general information via technology, including social media and website.
- Ability to work remotely (equipment is provided by agency). Ability to work in office in Silver Spring Maryland when public health recommendations permit.
- Background check is required (this is mandated by federal funding regulations)

### **Classification:** Non-Exempt

**Salary:** Individuals holding a comparable position at the time of this posting receive compensation ranging from \$46,000.00 - \$49,000.00 and the salary for this position is expected to fall within this range.

MCASA is committed to transparency, fairness, and equity in the hiring process. Compensation is determined based on education and work experience, victim services experience, and language skills. For attorneys, admission to practice law in Maryland is also considered. MCASA values a range of life and work experiences and encourages people to apply for positions they believe they are a good fit for even if there are aspects of the job that they will have to learn.

MCASA sets salary ranges being attentive to compensation levels throughout the agency, equity, and skill levels. The agency is mindful of the need to use objective criteria to ensure that new

employees and current staff with similar credentials are paid fairly and the agency does not negotiate salaries with individual employees or applicants. MCASA does not consider prior salary history of applicants and requests that applicants omit this information from application materials.

MCASA's current benefits include:

- 80% of health insurance premium (3 plans to choose from)
- 100% of vision and dental insurance premiums
- Flexible work environment, including hybrid work, flexible hours, and supportive colleagues
- 40 hour work week including paid one hour lunches
- Paid sick and safe leave
- Twelve paid holidays
- Paid vacation beginning at 10 days the first 12 months, increasing to 15 days the following year, with additional set increases over time
- Three additional floating holidays during the winter holiday season (12/15-1/7)
- Two personal days annually
- [for exempt employees: Comp time]
- [for non-exempt employees: Overtime after 40 hours]
- Other reasons you will love working at MCASA:
  - Organizational commitment to survivor justice, sexual assault prevention, and offender accountability
  - Organizational culture that is inclusive, supportive, and purposeful
  - Balance between individual and collaborative work
  - Professional development opportunities inside and outside the agency

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Most MCASA staff work remotely, with MCASA provided laptops and office supplies. In person attendance for external meetings and court appearance may be required, and occasional in person MCASA meetings are possible. MCASA employees have the option of working in office space in Silver Spring, Maryland, subject to COVID restrictions and available work space. Staff may also be required to go to agency offices or other locations in Maryland to obtain client files, supplies, and the like.

### **Commitment to Diversity**

MCASA is an equal opportunity employer. Its policy of nondiscrimination means that all

employment decisions will be based on merit and without regard to factors unrelated to job performance, such as ethnicity, creed, marital status, national origin, religion, gender, age, sexual orientation, and physical, emotional or mental capacity.

**Note to Potential Applicants:** Applicants do not need to possess all of the listed qualifications. Research shows women and people of color are less likely to apply for jobs where they do not meet all of the listed qualifications. If you don't meet all qualifications but think you would be a good fit for the position, please apply.

MCASA values diverse life experience and is an Equal Opportunity Employer. People of color, people with disabilities, and/or people who identify as LGBTQI are strongly encouraged to apply.

Our ideal candidate will share our passion and commitment to believing and supporting survivors, holding people who cause harm accountable, and taking action to end sexual assault in Maryland. We also expect that all members of our organization recognize that sexual violence and oppression are intricately linked, and are dedicated to grappling with the complexities of societal power and privilege in order to create an inclusive movement to end sexual violence. Candidates must be able to recognize personal biases and address them productively, as well as communicate effectively with a wide range of individuals, groups, and organizations.

***To Apply***

Send cover letter, resume, and writing sample to [jobs@mcasa.org](mailto:jobs@mcasa.org). Please include your name and position title in the subject. No phone calls, please.