



**Job Title**

Senior Legal Advocate (Supervising Advocate), MCASA’s Sexual Assault Legal Institute

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 senior legal advocate (English/Spanish strongly preferred) to help survivors of sexual assault and provide supervision to other advocates. The Senior Legal Advocate reports to the SALI Managing Attorney.

**Classification:** Exempt

**Salary:** Low 50s, DOE and language skills

**Responsibilities and Duties**

- Supervise SALI’s Legal Advocates, including by providing input to hiring, evaluation, and discipline.
- Develop and implement plan for outreach, education, and continuing communication with community - based organizations, law enforcement, and services providers regarding the legal needs of survivors of sexual assault.
- Coordinate and develop culturally competent outreach materials and arrange for appropriate translation of current SALI literature.
- Collaborate with the Grants and Data Specialist to generate reports with LegalServer and assist with data collection for grant reports or other reasons. Ensure data collection is accurate and that internal procedures are efficient and avoid bureaucracy as much as possible.

All SALI advocates, including the Senior Legal Advocate, have the following 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.
- 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.
- Assist in grant report preparation.
- Assist in recruiting and work 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 SALI Managing Attorney and Executive Director.

### ***Qualifications***

- 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 a significant period of time. Other responsibilities will include administrative tasks related to office management.
- Fluent in English; fluent in Spanish strongly preferred (compensation increases if fluent in Spanish).
- Access to a car and valid driver's license; this position requires travel within the State of Maryland. Out of state travel required 1 - 3 times annually.
- Supervisory experience helpful.
- Knowledge or previous work experience with sexual assault related issues preferred.

Note: candidates are encouraged to apply if they believe they can do this job even if they do not have every qualification. Please address this issue in your cover letter.

### ***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. This job requires the ability to travel to and from different locations within the State of Maryland.

### ***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 workspace. 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.