

## **Job Description: Training and Technical Assistance (TTA) Attorney Manager (bilingual)**



**Status:** Full-time

**Salary:** Anticipated salary range \$75,000 – 85,000, depending on experience

**Location:** Esperanza United is located in Saint Paul, MN. This position may be located anywhere in the U.S. provided the candidate has experience working independently as part of a team and can successfully carry out duties remotely.

**Reports to:** Senior Director of National TTA

**Supervises:** Training and TA Coordinator

### **Position overview**

The TTA Attorney enhances access and capacity of the REACH Project, a collaboration with the Women's Law Hotline, a national victim services hotline that provides legal crisis intervention support using trauma-informed approaches to protect the safety and confidentiality of victims. This position will lead TTA related to legal advocacy for immigrant survivors of gender-based violence.

### **About us**

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide. As a federally designated resource center, we provide training and technical assistance (TTA) across the country, lead public policy initiatives, and conduct community based participatory research on the intersections of domestic violence and Latin@ identity.

### **Core responsibilities**

- Answer Women's Law Email Hotline inquiries from victims, their loved ones, and advocates across the country in Spanish and English as needed.
- Provide legal information, referrals, and support on topics related to restraining orders, custody, divorce, immigration, domestic violence, sexual assault, stalking, and misuse of technology in Spanish.
- Research laws and other topics as needed.
- Review Women's Law Email Hotline replies written by volunteer law students, attorneys, and more.

- Complete tasks related to the WomensLaw.org website, such as interpreting statutes into “plain language” to create, update, or edit legal content for WomensLaw.org in Spanish.
- Update resources on the website, writing or editing non-legal content related to domestic violence, as well as other related tasks, such as reviewing amicus briefs for sign-on and writing legal summaries and statements of interest in Spanish or English.
- Supervise the day-to-day activities of the project and supervise a full-time project coordinator responsible for administrative tasks and programmatic support.
- Create and deliver effective training relating to legal issues impacting immigrant survivors of gender-based violence in Spanish and English.
- Lead the creation of materials, information, and resources to build capacity.
- Oversee project data collection and grant reporting.
- Apply the principles of justice, equity, and inclusion to program development and implementation.
- Actively participate in team meetings, workgroups, and organization-wide initiatives, for example, anti-racism efforts.
- Contribute to a collaborative, positive organizational culture.
- Apply new learnings, approaches, and practices to core position responsibilities and activities.
- Other duties as assigned.

## **Qualifications**

- Education and skills
  - › J.D. and Bar admission required (any state or DC).
  - › Minimum of 5 years of relevant experience.
  - › Excellent writing and grammar in English and Spanish.
  - › Ability to explain complex concepts in a plain-language, easy-to-understand manner.
  - › Highly organized and self-motivated with a great attention to detail.
  - › Fluency in written and oral Spanish is required.
  - › Prior experience working with survivors of domestic violence and/or sexual assault, especially in the context of family law strongly preferred.
- Other skills
  - › Effective trainer and generalist expertise in providing relevant, quality TTA.
  - › Strong critical thinker and solutions-finder.
  - › Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.

- › Significant computer proficiency including use of PCs, Microsoft and Adobe Suites, and database systems, among others.
- › Works effectively independently and in teams.
- › Superior project, budget, and time management skills
- › Knowledge of the lived realities of Latin@ communities and gender-based violence strongly preferred.
- Qualities
  - › Ability to model behavior consistent with Esperanza United's mission, vision, and values.
  - › Proactive and highly accountable.
  - › Committed to a learning culture, including race equity/anti-racist practices.
  - › Open to new ideas and innovation.
  - › An entrepreneurial spirit.
  - › Highly collaborative and dependable, team oriented.
  - › Adaptable - comfortable with emergence, complexity, and working with some ambiguity.
  - › Sound judgment and decision-making.

## **Work environment**

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

## **Travel**

This position may have occasional travel, estimated at two-three times a year.

## **To apply**

- Email your cover letter, resume, and salary expectations of the stated range in one PDF to [humanresources@esperanzaunited.org](mailto:humanresources@esperanzaunited.org).
- In the subject line of the email write, "Your Name – TTA ATTORNEY MANAGER Application."

- In a separate attachment please compose a response of less than one page to a hypothetical Washington D.C. resident who writes into the Women’s Law Email Hotline to say in Spanish: “I am being abused and I want a restraining order to keep myself and my children safe.” In your response, please provide the D.C. resident with legal information, not legal advice, about restraining orders and any other topics you think are appropriate in Spanish.

We will consider applications starting March 20, 2023. Applications will be accepted until the position is filled.