

Job Description: Training and Technical Assistance (TTA) Legal Coordinator



Status: Full-time

Salary: \$45,000-55,000, depending on experience

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

Reports to: TTA Attorney Manager

Position overview

The TTA Coordinator administers and organizes all activities for the REACH project, a collaboration with the Women's Law Email Hotline, a national victim services hotline that provides legal intervention support using trauma-informed approaches to protect the safety and confidentiality of victims. This position will coordinate the day-to-day operations of the program, including training and technical assistance 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.

Core responsibilities

- Coordinate day-to-day grant project activities, including organizing program meetings and trainings, coordinating internal and external communication, and collecting data for grant program progress reports.
- Prepare necessary meeting and training materials. Document important action and decisions from meetings in Spanish and English.
- Ensures project deadlines are met.
- Provide training and technical assistance as needed in Spanish and English.
- Actively participates in team meetings, workgroups, and organization-wide initiatives, for example, our anti-racism efforts.
- Contribute to a collaborative, positive organizational culture.
- Embody the values and qualities of Esperanza United in external relationships.

- Perform other such duties as assigned within the scope of the position and project description, as well as those reflective of their experience, education, and ability.

Qualifications

- Education and skills
 - › Undergraduate degree in a relevant area or an equivalent combination of relevant experience.
 - › At least three years in coordinating projects and initiatives.
 - › Demonstrated knowledge of gender-based violence within the Latin@ community and the intersections with race, ethnicity, culture, immigration, language justice, and lived realities among other considerations.
- Other skills
 - › Highly responsible and accountable.
 - › Proficient computer skills – Outlook, Word, Excel, PowerPoint.
 - › Highly proficient at responding to emails in a professional, clear and concise manner.
 - › Critical thinker/problem-solver/solutions-finder from a strengths-based perspective.
 - › Ability to navigate complexity deftly and with tact and diplomacy.
 - › Highly organized and detail oriented while still able to possess a “big picture” perspective.
 - › Ability to work with tight deadlines.
 - › Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
 - › Ability to work effectively independently and in teams.
 - › Open to new ideas and innovation. Possesses an entrepreneurial spirit.
 - › Highly collaborative and dependable team member.
 - › Adaptable - comfortable with emergence, complexity, and working with some ambiguity.
 - › Sound judgment and decision-making.
 - › Ability to relate to people at all levels of an organization and model behavior consistent with the Esperanza United’s vision, mission, and values.
 - › Committed to a learning culture, including race equity/anti-racist practices.

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

There may be some travel required.

To apply

- Email your cover letter, resume, and salary expectations of the stated range in one PDF to humanresources@esperanzaunited.org.
- In the subject line of the email write, "Your Name –TTA Legal COORDINATOR Application."

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