

## Job Description: REACH Project Staff Attorney (bilingual)

**Status:** Full-time

**Salary:** \$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 Training and Technical Assistance (TTA)

### Position overview

The REACH Project Staff Attorney enhances access and capacity of the REACH Project, (Reimagining Enhanced Access and Capacity of the Hotline), a collaboration with National Network to End Domestic Violence on their WomensLaw Email Hotline. The Email Hotline connects victims, their loved ones, and victim advocates to attorneys, who provide legal information in trauma-informed ways, protecting users' safety and confidentiality. This position will provide that legal information on the Email Hotline as well as develop and provide training on legal issues relevant to survivors in the Latin@ community, including 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 WomensLaw Email Hotline inquiries from victims, their loved ones, and victim advocates across the country primarily in Spanish and English
- Provide legal information, referrals, and support on topics related to restraining orders, custody, divorce, immigration, domestic violence, sexual assault, stalking, and technological abuse
- Research laws and other topics, as needed, in order to answer the Email Hotline or to create educational content
- Review WomensLaw Email Hotline replies written by volunteer law students, attorneys, and others, to provide feedback and edits



- Complete tasks related to the WomensLaw.org website, such as interpreting statutes into “plain language”
- Create, update, or edit legal content and non-legal content for WomensLaw.org in Spanish and 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 trainings virtually or in-person relating to legal issues impacting immigrant survivors of gender-based violence in Spanish and English
- Lead the creation of materials, information, and resources, including three or more sets of bilingual, culturally, and linguistically appropriate training materials for victim service providers
- Oversee project data collection and grant reporting
- Apply the principles of justice, equity, and inclusion to program development, trainings, and other work
- Actively participate in team meetings, workgroups, and organization-wide initiatives, including 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)
  - › 3- 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 trainings
  - › 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
- › Ability to work effectively independently and in teams
- › Comfort with project management, familiarity with keeping to a budget, and superior 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
  - › 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**

- Send your cover letter, resume, and salary expectations to [humanresources@esperanzaunited.org](mailto:humanresources@esperanzaunited.org) with the subject header, “Your Name Application –[REACH Project Staff Attorney].”
- In a separate attachment please compose a response of less than one page in Spanish to a hypothetical Washington D.C. resident who writes into the WomensLaw Email Hotline to say: “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 November 1, 2023. Applications will be accepted until the position is filled.