

Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life. We value diversity and are looking for the right candidate to join our fun and hardworking team!

Legal Advocacy Coordinator

Full-time, exempt position responsible for leading and coordinating Alexandra House's Legal Advocacy Services. This position is located at our office in the city of Anoka.

Responsibilities:

- Develop, implement and evaluate the legal advocacy program in coordination with Community Program Manager.
- Coordinate and prioritize program services to best serve program participants.
- Provide direct service advocacy, as needed on behalf of victims of domestic and sexual violence integrating awareness and understanding of trauma.
- Build and enhance community relationships while educating community members and professionals about domestic and sexual violence and Alexandra House services.

Minimum Qualifications:

- Experience in social work, human services, nonprofit advocacy or related fields or Bachelor Arts degree (social work, nonprofit management or related field) or relevant combination of education and experience, minimum 4 years.
- Experience providing trauma-informed advocacy to victims/survivors of abuse, including support group facilitation with an understanding of the needs, options and resources for those impacted by domestic and sexual violence.
- Knowledge of and ability to advocate within various systems including social service, economic, legal, medical and healthcare systems.
- Experience with supporting group facilitation and excellent organization skills.
- Excellent written and interpersonal communication skills and experience in public speaking
- Demonstrated skills & knowledge in using a variety of programs including (but not limited to) Word, Excel and Outlook. Understanding of data collection and report preparation.
- Commitment to and experience in working with people from diverse ethnic, cultural, social, economic backgrounds and lifestyles.
- Valid driver's license, current insurance and reliable car with the ability to travel to multiple locations throughout Anoka County.
- 40-hour sexual assault certification or the ability become certified within six months of date of hire.
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Preferred Qualifications

- Bilingual in English and one of the prevalent languages in our service delivery area.
- 40-hour state-mandated sexual assault certification.

Salary Starting Range

\$38,500 - \$50,000 DOQ

Hours

Generally, 8:00am – 4:30pm, M – F, with occasional schedule adjustments to accommodate program and participant needs.

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.

How to Apply

Please submit a cover letter and resume Attn: Community Program Manager at employment@alexandrahouse.org
Position open until March 10, 2022. **Optional:** In lieu of a cover letter, you may submit a 2–4-minute self-recorded video telling us a bit about yourself and why you are interested specifically in this job.

***No phone calls or emails please. This email address is only for receiving resumes. Qualified applicants will be contacted within one business day after resumes are received.