

*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 Supervisor**

Full-time, exempt position responsible for supervision and leadership of Alexandra House's Legal Advocacy Services. Office located in the city of Anoka, with co-defined hybrid workspace arrangements available.

### **Responsibilities:**

- Hire, train, supervise and develop Legal Advocacy Services staff, interns, and volunteers; facilitate the Legal Advocacy Services team.
- Develop, implement, and evaluate Legal Advocacy Services in coordination with the Community Program Manager.
- Maintain an awareness of and assist in coordinating daily advocacy services to ensure adequate staffing levels are in place, participant needs are met, and when necessary, provide direct advocacy services.
- 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 relevant) or equivalent combination of education and experience, minimum of 4 years.
- Experience in supervisory capacity with 2 years' experience in program development, coordination of complex programs and evaluation of program delivery and needs.
- Experience providing trauma-informed advocacy to victims/survivors of abuse, with an understanding of the needs, options, and resources available 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.

### **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**

\$49,342 - \$54,277 DOQ

**Hours**

Generally, 8:00am – 4:30pm, Monday – Friday, with ability to work occasional evening and weekend hours to meet organizational needs.

**How to Apply**

Please submit a cover letter and resume Attn: Community Program Manager at [employment@alexandrahouse.org](mailto:employment@alexandrahouse.org)  
Position open until December 30, 2022.

\*\*\*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.