



JOB ANNOUNCEMENT

Legal Assistance to Victim-Immigrants of Domestic Abuse (LA VIDA) Paralegal/Project Coordinator

Virginia Poverty Law Center (VPLC), the statewide legal services support center committed to breaking down systemic barriers that keep low-income people in poverty in Virginia, seeks a full-time Paralegal/Project Coordinator for its grant-funded program, Legal Assistance to Victim-Immigrants of Domestic Abuse (LA VIDA). LA VIDA assists certain low-income immigrant victims of domestic/sexual violence or trafficking in applying for visas for which they are eligible. The LA VIDA Paralegal/Project Coordinator is a full-time position and will:

- Provide administrative support for the two LA VIDA Attorneys, including management of tasks, case coordination, document preparation, including immigration forms, scheduling and other administrative tasks, as needed.
- Administer intakes of potential clients; provide both initial screening and outreach or referrals.
- Work with client in the process of collecting documents and organizing them in physical and digital files.
- Assist the client in the process of writing his/her personal statement.
- Answer phone calls, take notes/messages, and redirect calls.
- Update and maintain a case management system, including executing contemporaneous notes of all case activities and contact updates.
- Maintain responsibility for meeting deadlines by keeping multiple agendas and providing timely reminders.
- Effectively communicate with clients and service providers in both English and Spanish and be comfortable using Language Line to communicate with clients in other foreign languages.
- Attend and take accurate notes and type minutes for LA VIDA meetings.
- Lead and maintain effort, while coordinating with LA VIDA attorneys, to develop and promote partnerships with allied professionals, including the development of relationships with law schools, *pro bono* attorneys and/or attorneys who will provide services for a reduced cost/fee, and other legal assistance organizations or organizations that provide similar services.
- Perform accurate and reliable data entry required for grant reporting and to track program activities and goals.
- Conduct outreach in the community and coordinate with LA VIDA attorneys to train and develop collaborative relationships with *pro bono* attorneys, local domestic and sexual violence programs, local law enforcement agencies, local Departments of Social Services, Victim Witness Advocates, and other allied professionals on trauma-informed and evidence-based immigrant visa completion for undocumented and under-documented immigrant victims of domestic or sexual violence and trafficking.
- Develop and maintain volunteer program to conduct surveys and evaluations of services.

Qualifications:

- Bachelor's Degree
- Bilingual in English and Spanish, both written and verbal
- Must be detail-oriented
- Excellent organizational, problem-solving, troubleshooting, multitasking, and time management skills
- Self-starter; must be able to work independently
- Excellent communication skills, both written and verbal, with diverse populations, including clients, attorneys, service providers, and others
- Excellent customer service skills
- Excellent computer skills, including Microsoft Office Suite proficiency
- 2 years of experience in related field
- Previous experience working with domestic and/or sexual violence victims and in legal services setting preferred
- Subject to criminal and driving background check

Salary:

Salary is based upon experience, with the range from \$45,000 to \$55,000.

To Apply:

Send a cover letter, translation of the attached, excerpted personal statement from Spanish into English, and resumé to [hiring@vplc.org](mailto: hiring@vplc.org).

Virginia Poverty Law Center is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Therefore, we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, marital status, citizenship, disability, or veteran status.

Deadline: May 6, 2022

EOE

Directions: Translate the statement from Spanish into English:

José y yo empezamos a salir en el año 2012. Nos conocimos un día cuando él vino a buscar a mi hermano, Adonis, los dos eran amigos. Mi hermano se acaba de salir de nuestra casa para ir a vivir con su novia y teníamos un cuarto vacío y José estaba interesado en alquilar nuestro cuarto. Después de unos cuatro meses, empezamos salir. En el primer año, él fue muy amable pero después de un poco él se puso muy grosero y agresivo. Él siempre estaba hablando mal a mí a mis niños por nada. Siempre me decía que yo era una "hija de una puta madre, eres estúpida". En 2013 fue la primera vez que me abusó físicamente.. Llegó del trabajo, borracho, y se puso muy loco y empezó a quebrar las cosas y dio una patada a la perrita de nosotros y la tiro afuera. Empezó a llorar, estaba 8 meses de embarazo con el niño de él y me llamo estúpida y que debería llamar a la policía y tiro el teléfono a mi barriga. Los vecinos llamaron a la policía y él fue arrestado. Llegó la ambulancia para ver si me había herido pero estaba. Conseguí una orden de restricción. El orden incluye mis hijos también. Borracho. Fuimos a la corte a no puse cargos contra él porque él me dijo que sin él no podría apoyar a mis niños y pagar el arriendo eso me dio mucho miedo de estar sin casa y dinero entonces no puse cargos contra él. Varias veces durante nuestra relación él me había pegado, me dio patadas y me haló el pelo pero por tener miedo, no llame a la policía en esas ocasiones. Él hablaba bien el inglés siempre me decía que iba a decir mentiras a conseguir una manera de quitar me los niños.