



PROJECT SAFEGUARD BILINGUAL LEGAL ADVOCACY PROGRAM ASSISTANT JOB ANNOUNCEMENT

Project Safeguard empowers and partners with people who have experienced gender-based violence, helping them to navigate a course of survivor-driven justice through expert, trauma-informed legal advocacy and representation. Project Safeguard envisions a community where survivor-driven justice is accessible to all people who have experienced gender-based violence.

Project Safeguard truly believes in work/life balance and values the wellbeing of its staff. A position with Project Safeguard presents the opportunity to work with a dedicated team that makes a valuable difference in our community.

About the Position: Project Safeguard is seeking an enthusiastic, organized, and compassionate team member to be the organization's first point of contact. The Bilingual Legal Advocacy Program Assistant provides culturally responsive assistance in English and Spanish, to domestic violence, sexual assault, and stalking (gender-based violence) survivors. This person coordinates with PSG advocates and partner agencies to ensure survivors receive legal advocacy and assistance. The Program Assistant will also handle a variety of office management, clerical and bookkeeping tasks.

Job Duties and Responsibilities:

Legal Advocacy

- Answer and assess incoming calls, respond to emails and chats.
- Provide culturally responsive basic information on services provided by PSG and screen callers for civil legal advocacy needs, in English and Spanish.
- Conduct initial conflicts check for all incoming contacts prior to connecting with available legal advocate.
- Transfer calls to available legal advocates or connect callers to partner agencies for assistance.
- Facilitate warm hand offs to partner agencies as appropriate.
- Maintain a close working relationship with other Project Safeguard staff for support and exchange of resources and best practices.
- Manage client survey process.
- Attend and participate in all required Project Safeguard meetings, including weekly advocates' meeting and bi-monthly staff meetings.
- Provide technical assistance and training to agencies on Project Safeguard services and/or gender-based violence.
- Maintain accurate and current client and programmatic records, data, and statistics as required, utilizing the Salesforce database system.

Office Management

- Provide general office support, including managing office supplies and equipment.
- Act as technology and equipment contact point for all staff; troubleshoot minor issues and call for repairs when necessary.

- With consultation from Executive Director and/or Grants and Finance Director, get bids on new equipment/services and serve as liaison with vendors.
- Act as liaison with Rose Adom Center staff to manage building issues, including key cards, parking spaces, and reporting repairs needed.
- Other duties as assigned.

Job Qualifications, Knowledge, Skills, and Abilities

- Bilingual in Spanish required.
- The ability to manage multiple tasks and demands simultaneously.
- Experience working with survivors of gender-based violence or knowledge of the issues preferred.
- Basic understanding of the civil legal system.
- Clear and helpful oral and written communication.
- Ability to take the initiative to establish and maintain relationships.
- Ability to work independently.
- Demonstrated commitment to social justice and equity.

Reports to: Legal Advocacy Program Manager

COMPENSATION:

Annual salary of \$40,172; excellent benefits, including parking or public transit pass, health, dental, vision and disability insurance, flexible work schedule and generous paid leave. This is a full-time position at 36 hours/week (PSG offices are closed Friday afternoons).

COVID-19 PRECAUTIONS:

Full vaccination against COVID-19 is required for all Project Safeguard staff. Medical or religious exemptions will be considered on a case-by-case basis. Staff and clients must wear masks during any in-person interactions.

LOCATION:

Rose Adom Center, 1330 Fox Street, Denver. This is an in-person position, with occasional flexibility to work from home.

TO APPLY:

We will begin the process of reviewing applications immediately and applications will be accepted until the position is filled. Send a cover letter detailing your interest in Project Safeguard, the position and telling us why we should hire you, along with your résumé to Shae@psghelps.org.

Project Safeguard is an equal opportunity employer. We will not discriminate and will take affirmative measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran status, sexual orientation, gender identity or gender expression.