

BILINGUAL LEGAL ADVOCACY PROGRAM ASSISTANT PART TIME JOB DESCRIPTION

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.

About the Opportunity: Project Safeguard is seeking an enthusiastic, organized, and compassionate Program Assistant to be the survivors' 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 Project Safeguard Legal 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.

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

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 and walk-ins 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 and walk-ins to available legal advocates or connect callers to partner agencies for assistance.
- Provide initial contact/meet and greet with walk-ins when advocates are not available or are at capacity.
- Facilitate warm hand-offs with partner agencies as appropriate.
- Maintain a close working relationship with other Project Safeguard staff for support and exchange of resources and best practices.
- 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.

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 preferred.
Familiarity with Denver Metro resources for survivors preferred.
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.
Pre-employment background check is required.

REPORTS TO:

Legal Advocacy Program Director

LOCATION:

The Rose Andom Center, 1330 Fox Street, Denver.

SALARY AND SCHEDULE:

Salary range is \$22-24 hourly, depending on experience and/or education. This is an hourly, non-exempt position. **This is a part-time, temporary position at 18 hours/week, with occasional fluctuations in schedule.**

BENEFITS:

Part-time employees are eligible for vacation, holiday, and sick pay, on a prorated basis.

The position is guaranteed through the end of December 2026.

TO APPLY:

We will begin the process of reviewing applications on July 17, and applications will be accepted until the position is filled. We hope to fill the position by August. **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 Jenny Garnica at jenny@psghelps.org Applications missing either of these items will not be considered.

Project Safeguard prohibits unlawful discrimination against applicants or volunteers on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.