



PROJECT SAFEGUARD ATTORNEY SERVICES PROGRAM ASSISTANT

JOB DESCRIPTION

About our organization: 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. A Project Safeguard Attorney Services Program Assistant will use their passion and experience in victim and legal advocacy to promote the safety and long-term security of those impacted by gender-based violence.

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

About the position: A vital member of our team, the Attorney Services Program Assistant will provide valuable administrative, clerical and program support to the Attorney Services Program.

QUALIFICATIONS:

NOTE: Applicants do not need to possess all of the below qualifications. Research shows that women and people of color are less likely to apply for jobs where they do not meet all of the qualifications, even those that are “preferred” rather than “required.” If you meet most of these qualifications, please apply.

Bilingual in English and Spanish strongly preferred.

Paralegal experience or training preferred.

Previous experience working in a legal setting, preferably in an administrative role.

Self-motivated, excellent communication skills, and the ability to work well under pressure.

A passion for meeting the legal needs of survivors of gender-based violence, and a demonstrated commitment to social justice and anti-racism.

Understanding of and capacity to manage vicarious trauma.

A demonstrated commitment to social, racial and economic justice.

Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures and people.

Familiarity with Clio cloud-based or similar case management system.

Familiarity with Westlaw or similar legal research service.

RESPONSIBILITIES:

Provide administrative and clerical support to the Attorney Services team, currently made up of the Legal Director and two staff attorneys.

Schedule appointments and communicate with clients compassionately and clearly, following trauma-informed best practices for serving survivors of gender-based violence.

Assist with case management, drafting documents and correspondence, communicating with all PSG staff members.

Collaborate with other PSG programs to successfully manage ASP-related data entry, reporting and client tracking, including grant reporting.

Arrange for and manage all logistics for service of process through private process server.
Process and redact invoices for Clio, Efile, and other ASP related services.

REPORTS TO:

Legal Director, currently Amy Pohl

LOCATION:

Rose Andom Center, 1330 Fox Street, Denver, with some occasional travel throughout the Denver Metro Area. The ideal candidate must be able to work some part of both Tuesdays and Wednesdays, and we are flexible as to hours and days worked otherwise. We provide free parking at the office location.

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 due to demands of preparing for court appearances, legal writing, or other deadlines. 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 apohl@psghelps.org. Applications missing either of these items will not be considered.

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.