



Legal Services Manager

About the Virginia Sexual and Domestic Violence Action Alliance:

The Action Alliance has been Virginia's leading voice on sexual and domestic violence for more than 40 years and enhances response and prevention efforts through training, public policy advocacy, public awareness programs, and technical assistance to professionals. We are a non-profit network of survivors, Sexual and Domestic Violence Agencies (SDVAs), and allies working to strengthen how communities across Virginia respond to and prevent sexual and intimate partner violence. We approach our work through an anti-oppression framework, focusing particularly on building gender justice, racial justice, economic justice, and reproductive justice.

About the Statewide Sexual and Domestic Violence Hotline (SSDVH):

The SSDVH is an independent project under the Action Alliance with a team of trained Advocates providing immediate, trauma-informed, and well-resourced services and support to ALL survivors, 24 hours a day, 365 days a year. The Statewide Hotline provides 24/7 crisis support for survivors, including emotional support, safety planning and referrals; all services are free and confidential. With the addition of a Legal Services Advocate team member, survivors will have access to specialized confidential legal resources and information. SSDVH services are offered to survivors, community members and organizations through hotline, chat and text platforms.

The Statewide Hotline also provides trauma-informed services and support to Sexual and Domestic Violence Agencies statewide by providing back-up coverage and support, technical assistance, partnership collaboration and training opportunities.

The **Legal Services Manager** is an advocate for survivors of sexual violence, intimate partner violence, and other interpersonal violence linking survivors to resources that meet their needs while educating advocates, partners, and the public about the needs and experiences of survivors. This is a full-time position that can be done remotely with a requirement of statewide travel as needed.

The work of the **Legal Services Manager includes:

- **Providing direct legal advocacy** to survivors of sexual violence, intimate partner violence, stalking, trafficking, hate crimes, and other forms of interpersonal violence so that survivors from across Virginia receive and/or are connected to vital supportive services linked to healing. ***The Legal Services Manager is not an attorney and does not provide any legal strategy, consultation, or advice.*
- **Serving as liaison and technical assistance provider to Sexual and Domestic Violence agencies** working with survivors in their communities, facilitating effective local advocacy connected to other legal and community services that promote safety and wellness for survivors.
- **Collaborating with other agencies and organizations statewide to ensure resources are accessible and available to/for survivors** by providing trauma informed services to survivors who have experienced legal challenges and who seek support with healing. Identify resources, information, and supportive services that are accessible and available to survivors statewide.
- **Providing technical assistance and training support to all SSDVH staff** with a focus on Trauma 101, legal supportive services and resources, resource mapping with agencies providing direct services and support. Provide training on topics including but not limited to I-CAN, VVAN, Address Confidentiality program, Protective Orders 101 and Virginia Easy Access.
- **Providing direct services support on the Statewide hotline;** 1-2 shifts a week and on-call coverage and support in collaboration with the Hotline Manager, including providing weekend, holiday and overnight support.

The skills and experience we're looking for:

- Passion for racial and gender justice, healthy sexuality, healthy relationships and social change work as a vital link to building a better world.
- Energy and positivity in the spaces in which they work.
- Direct and compassionate communication and negotiation skills and ability to work in a self-led team.
- Experience with most of the kinds of activities that are part of the job; outstanding legal advocacy skills, skills for trauma-informed communication with survivors, passion for linking survivors to resources that improve their safety and wellness, and a commitment to facilitating survivors sharing their stories. At least 5 years of experience within legal justice system(s) directly related to victim advocacy, services and support.

- Lived experience(s) that has contributed to a personal sense of the importance of working to advance social justice, healthy relationships and healthy sexuality and healthier futures.

Other things you need to know:

The work environment at the Action Alliance requires a high level of individual and group responsibility—for managing your work, reflecting on interpersonal dynamics, and understanding how oppression and intersectionality show up in our workspace and our lives. We have a deep commitment to diversity within the staff—you will be working with folks across generations, from many different racial and ethnic backgrounds, and people who identify across the gender and sexual orientation spectrums. We are an equal opportunity employer.

This is a full-time, exempt, position with a starting salary between \$ 63,000 and \$65,000. The benefits package includes health, dental, vision, disability and life insurance, an optional flexible savings account for health and/or dependent care expenses, and a retirement benefit for employees who have completed two years at the agency. We offer many opportunities for professional development, flexibility in the workday, generous leave, and other types of workplace support.

This is a full-time position that can be done remotely with the requirement of statewide travel as needed.

How to Apply: Please email your resume to hotline@vsdvalliance.org and *include "Legal Services Manager" in the subject line*. Please attach a resume, cover letter, and 3 professional references (one of the references must be a supervisor). Application packets will be accepted through May 8th.

The Action Alliance is an equal opportunity employer. People of color, women, LGBTQ+ candidates, and people of diverse backgrounds are strongly encouraged to apply. We are committed to a diverse workplace and supporting our staff with ongoing career development opportunities.