Position	Legal Assistant	**POSITION OVERVIEW:** The Legal Assistant will provide administrative and legal support to ICADV's System Change Attorney and Legal Clinic Director, including case preparation and client advocacy. The goal for the Legal Assistant is to receive Department of Justice accreditation eventually.
Classification	Full-time, Exempt	
Salary/Wage	$50,000	
Responsible to	Co-directors of Legal Clinic	
Location	Remote and in-office as required	
Main Office	Des Moines, IA	

COMMITMENT TO EQUITY

ICADV is committed to building a diverse team that reflects our communities and presents various experiences, backgrounds, perspectives, and skills. We encourage applications from those with diverse backgrounds. ICADV provides equal opportunity to all persons regardless of age, race, color, ethnicity, national origin, sex, gender identity, sexual orientation, ability, religion, political affiliation, economic position, relationship status, residence, or criminal history.

ABOUT ICADV

ICADV is a state-level non-profit organization working to address the needs of survivors of domestic violence for more than 35 years by challenging systems of inequity and developing resources through movement building, training and education, legislative action, and direct services. ICADV's primary activities include engaging in systems change, developing leadership skills, and strengthening state-funded member domestic violence and shelter programs. We facilitate training, education, and technical assistance to organizations and leaders seeking to end interpersonal and system-based violence. ICADV survivor-focused programs include housing & economic justice education and legal assistance to victims. As an organization engaged at the state and national levels, we coordinate legislative action at the state level.

PROGRAMMATIC RESPONSIBILITIES

Experience comes in many forms. We value all of you, your connection to the communities we strive to center, and what you may share with ICADV.

- Administrative and legal support to DOJ Certified Representative and ICADV's staff attorney providing immigration and family law representation, including schedule coordination and legal research.
- Client assistance, including collecting case documents, translation, advocacy, and referrals
- Clerical responsibilities include client record maintenance, mailing, copies, and phone reception.
- Organize and assemble cases under the supervision of legal staff.
- Written and verbal translation.
- Participate in the organization and supervision of students, interns, and volunteers.
- Provide technical assistance and training to member programs and the community.
- Coordinate and facilitate Know Your Rights training and community outreach.
- Community outreach, advocacy, and organizing

WHAT DOES IT TAKE?

- Formal education as a Paralegal/Legal Assistant with two years experience or significant prior work experience in immigration legal services, advocacy, or work in culturally specific/marginalized communities.
- Ability to speak a second language fluently
- Willingness to attain Department of Justice Accreditation
- Demonstrated understanding of issues surrounding social and racial justice and violence prevention work, including cultural and socio-economic diversity
- Committed to providing professional, high-quality, and sensitive legal services to victims of domestic violence, dating violence, sexual assault, and stalking
- Familiar with civil and criminal law related to immigration and domestic violence, including VAWA petitions, U-Visa, T-Visa, etc.
- Organized, detail-oriented, and able to meet strict deadlines
- Excellent written and verbal communication skills and ability to engage with racially, ethnically, and socioeconomically diverse communities
- Ability to work cooperatively with other attorneys, co-workers, diverse community organizations, and coalitions
- Comfortable with technology and use of Microsoft Office and other software.

HOW DOES ICADV SUPPORT YOUR THRIVING?

As a non-profit organization, salaries are not as high as those in the public sector. ICADV is committed to providing additional benefits that support your health as a staff person and individual and maintain work/life balance.

Your work with ICADV may also qualify you for the Public Service Loan Forgiveness program. For more information: https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service

SALARY	$50,000 *(negotiated based on experience)*
FRINGE BENEFITS	• Single group-health insurance ($100 of total premium paid by employee); Family healthcare option available at employee cost • $400 Monthly Benefit Allowance for health insurance, dental, vision, flex spending, or agency-sponsored 403b. • $50,000 Life-insurance policy, $25,000 for partner, $5,000 for dependent child(ren) • Employee Assistance Program • Cell phone reimbursement- up to $75 monthly

VACATION & LEAVE	• **Vacation:** 14 hours/1.75 days a month (21 days a year. Maximum accrual 168 hrs.) with an increased vacation every two years. • **Sick Leave:** 12 hours/1.5 days a month (18 days a year. Maximum accrual 480 hrs.) • **Shared Sick Leave Pool:** Available for use when an employee does not have accrued sick leave • **Holidays:** ICADV offices are officially closed on the following days: ▪ New Year's Day ▪ Martin Luther King Jr.'s Birthday ▪ Memorial Day ▪ Juneteenth ▪ Fourth of July ▪ Labor Day ▪ Indigenous Peoples Day ▪ Veteran's Day ▪ Thanksgiving Day ▪ Day after Thanksgiving ▪ Christmas Eve through New Year's Eve. ▪ One floating holiday Additional considerations as requested to honor employee's personal religious or cultural practices. • **Parental Leave:** 8 weeks paid, with four additional weeks optional from employee leave. • **Funeral Leave:** Up to Five Days • **Personal Days:** Five sick leave days may be used as personal days. • **Paid Administrative Leave** in circumstances of natural disaster & pandemic • **Employee Longevity-Leave:** Three months paid longevity leave after every ten years of employment.
WORK CULTURE	• Come as you are and bring all of you. • Take care of yourself. If you're sick, stay home. If you need time off, take it. • We encourage flexibility, supporting a healthy work/life balance. Work a flexible schedule at home or in the office, depending on your daily activity. • Take opportunities to participate in training and engage with individuals and organizations from around the country (as funding allows).

INTERESTED?

Does this position pique your interest? If so, send your cover letter, resume, and three references to director@icadv.org. The position will stay open until filled.

Have questions? You can call 515-244-8028 or email ICADV Executive Director at director@icadv.org.

SAFETY CONSIDERATIONS FOR THE INTERVIEW PROCESS

Due to the ongoing pandemic, candidate interviews may be conducted virtually or in-person with PPE and social distancing. The candidate and ICADV's Executive Director will determine the setting for the interview.

SUPPORTING YOU FOR THE INTERVIEW PROCESS

ICADV will provide support to all individuals selected for interviews to ensure they bring their whole selves, including but not limited to reliable access to technology, phone service, internet connection, transportation, childcare, and travel costs associated with the interview.

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