
Sexual Violence Law Center (SVLC) is a nonprofit law firm housed at **Legal Voice** that protects the privacy, safety, and civil rights of survivors of sexual and gender-based violence through: (1) Holistic legal representation; (2) Consultations and brief services for survivors; (3) Systems reform including legislative advocacy; and (4) Technical assistance, trainings and community education for attorneys, advocates, and survivors. SVLC engages in holistic, trauma-informed, survivor-centered advocacy, rooted in race and gender equity practices.

Position Summary: Reporting to the Legal Director, the Paralegal will support our team of attorneys in advancing the rights of survivors who have experienced sexual and gender-based violence, including sexual assault, abuse, harassment, trafficking, stalking, and technology-enabled abuse. The applicant must have experience working in a legal setting in at least one of SVLC's main practice areas: family law, civil rights, immigration, housing, employment, education, public benefits, consumer rights, or criminal law. This position requires understanding the core principles of trauma-informed practices and anti-oppression, and grounding those principles in everyday work; dedication to ongoing learning, growth, and adaptability; and a commitment to excellence. This is a grant-funded position, contingent on continued funding.

Work Environment: Based anywhere in Washington, this position may require travel as needed. Our downtown Seattle office operates on a hybrid schedule, blending remote work with in-office days, subject to public health and program needs. Employees residing within a 50-mile radius of the office, are in-office for a minimum of two days per week. Employees living outside this radius are in-office at a minimum once every other week.

Responsibilities:

Legal Support

- Support and maintain the statewide Legal Line, including data processing, conducting intakes and interviews, scheduling appointments, and providing resources
- Contribute to case preparation, including meeting with clients, drafting and filing documents, preparing and organizing discovery, and attending court
- Conduct legal research to identify legal issues and materials needed for attorney review.
- Utilize, organize, and manage files and information through SVLC's case management system.
- Under the supervision of an SVLC attorney, convey legal information and provide brief services to survivors on legal matters.
- Abide by the Rules of Professional Conduct

Community Relations & Race Equity

- Develop and maintain meaningful relationships with community partners to facilitate holistic client services, particularly in communities facing greater legal barriers.
- Actively participate in taskforces, coalitions, and initiatives pertaining to victim rights and survivor legal needs.
- Conduct legal clinics and public presentations on the legal rights of sexual assault survivors.
- Draft legal publications and resources for survivors, attorneys, advocates, and the general public.

Program Administration

- Assist SVLC Directors, in collaboration with other program staff, to ensure that grant and contract deliverables are met.
- Support all facets of program events to ensure their success, including both front-facing responsibilities such as guest interaction and public speaking, as well as behind-the-scenes tasks, such as logistical coordination and support.
- Promptly and accurately maintain program and administrative records, and follow SVLC's policies, procedures, and standards of practice.
- Effectively perform other duties as assigned.

Required Qualifications:

- Three years of paralegal or equivalent experience.
- Excellent writing and communication skills.
- Ability to learn, analyze, and apply legal principles.
- Ability to travel independently for meetings, trainings, and provide mobile advocacy.
- Fluency in a language other than English.
- Experience working with historically marginalized populations, particularly survivors of sexual assault, domestic violence, or child abuse, whether in a legal or non-legal capacity.
- Demonstrated ability to build and maintain relationships in historically disadvantaged communities, including communities of color.
- Understanding of the intersection of racism and misogyny at the root of rape culture, and how this informs our work.

Preferred Qualifications:

- Fluency in a language other than English
- Prior experience working in nonprofit settings or community-based organizations.
- Demonstrated ability to interact with people of different cultures and backgrounds.
- Ability to engage and collaborate on self-care and resiliency practices.
- Experience with teaching/training other professionals.
- Sense of humor.

Salary & Benefits: This full-time non-exempt position has a starting rate of \$32/hour depending on experience. Benefits include health insurance (including dental and vision); flexible and generous PTO; 401K eligibility after six months of employment with a possible employer contribution; flexible and generous family leave; payment of bar dues; and professional opportunities.

Application Process: This position will be open until filled. Applications are accepted on a rolling basis, with priority given to applicants who submit their cover letter, resume, and three references to riddhi@svlawcenter.org by **May 31, 2024**. In the email subject line, please put: Paralegal [Last Name]. Indicate in your cover letter if you prefer we retain your application for future consideration. Please no phone calls.

Non-discrimination: SVLC is dedicated to fostering diversity within our workforce, striving for a reflection of the communities we serve. We encourage applications from individuals from diverse backgrounds, including people of color, members of the LGBTQIA+ community, individuals with disabilities, those with lived experiences, and other historically disadvantaged groups.