



**Nebraska Coalition to End Sexual and Domestic Violence**

**Job Title:** Civil Project Attorney

**Status:** Full Time, Exempt

**Reports to:** Legal Director

**Salary:** \$57,000 -- \$63,000

**Positions Supervised:** None

**Location:** Lincoln, Nebraska, with remote work options and occasional in-state travel

**Job Summary:** The Civil Project Attorney is a member of the Coalition’s Legal Team and provides direct legal support to survivors of domestic/sexual violence and trafficking with protection orders and civil legal matters. This position works in tandem with other Coalition Team members and the network of member programs across Nebraska. The work requires a strong anti-oppression framework, incorporating cultural humility, social change, and social justice into all efforts.

**Principal Duties:**

**I. Direct Representation**

- A. Provide direct representation to victims throughout Nebraska seeking civil legal advice and litigation assistance with an emphasis on Protection Orders and other civil legal needs that address a victim’s need for safety.
- B. Work with the Legal Director to implement protocols addressing conflicts of interest; confidentiality; screening and identification of legal needs for sexual assault, human trafficking, and stalking.
- C. Evaluate client services through the use of evaluation surveys and case progression.

**II. Capacity Building Support to the Nebraska’s Network of Programs**

- A. Answer questions and provide information to advocates in the network of programs who are working with survivors involved with the civil legal system.
- B. Collaborate with advocates from the network of programs to receive referrals and provide direct representation.
- C. Remain current on issues pertaining to job related topics and the work of the Coalition.

### **III. Administrative**

- A. Assist with the preparation of grant reports and applications as requested; compile statistical information.
- B. Participate in Coalition's strategic planning process and Team activities
- C. Contribute articles and information for the Coalition's website and email news updates, and collect resources for the Coalition Lending Library.
- D. Other duties as assigned.

#### **Estimated Distribution of Duties:**

- 85% Direct Services to victims
- 10% Support Services to network of programs
- 3% Administrative
- 2% Other Duties

#### **Minimum Requirements:**

1. Juris Doctorate Degree from an accredited law school and licensed to practice law in Nebraska, or eligible to become licensed in Nebraska by motion from another jurisdiction.
2. Demonstrated knowledge of domestic violence, sexual assault, human trafficking and stalking issues.
3. Ability to manage projects and be self-directed.
4. Ability to work both independently and as a team.
5. Access to own transportation and willingness for occasional travel.
6. Working knowledge of computer systems and office software.
7. Ability to work with and support the entire Coalition team and outside partner agencies, especially the immigrant, BIPOC, LGBTQ+, and other communities who have been traditionally marginalized or oppressed.
8. Desire to be part of a social change and social justice organization committed to anti-oppression and anti-racism values
9. Willingness to learn and grow with staff, and to create a workplace culture supportive of all.

#### **Preferred Qualifications:**

1. Experience working with survivors of domestic violence and sexual assault.
2. Bilingual in English and Spanish with ability to interpret and translate legal terminology \*Additional Compensation Available\*
3. Demonstrated public speaking, training, and communication skills.
4. Clear and concise writing skills and experience in the development of
  - a. informational materials.
5. Experience with grant management, implementation, and reporting.
6. Flexibility in scheduling, including overnight stays and extended days.

\*This job description may change at any time based on identified priorities of the agency and in line with the overall mission.

November 2023