



**LEGAL ASSISTANT**  
**Full time, Exempt**

Job Description

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence-free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is the expectation that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of equitable and inclusive work culture based on the vision, purpose and values of our Diversity, Equity and Inclusion Strategic Action Plan, that is the foundation for all our work.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

- Manage attorney billing to ensure timely compensation to contract attorneys
- Manage data and information processes to ensure timely and accurate grant reporting
- Play a central role in grant compliance and report preparation.
- Provide limited phone-based advocacy, safety planning, and support to survivors who do not have access to a local advocate
- Provide technical assistance to Ohio domestic violence advocates for ODVN's Legal Assistance Program application process.
- Assist with screening cases according to established criteria and distribute relevant community legal education material as appropriate and will assist clinic participants
- Assist with the development of e-learning modules on legal advocacy issues
- Assist with Continuing Legal Education (CLE) events for panel attorneys, legal orientations, and other trainings for non-attorney advocates.
- Participate in relationship building with contract attorneys and referring advocacy organizations.
- Responsible for recruitment of panel attorneys
- An active participant in planning, documenting and evaluating the work of the team.
- Attend monthly staff meetings, trainings, meetings of organizational teams and external committees as requested
- This position will be supervised by the Legal Assistance Program Director.
- Other duties as assigned by the Legal Assistance Program Director

**Qualifications:**

- 3 years relevant experience in the field of domestic violence, legal services, sexual violence, human trafficking, child welfare, child/youth trauma, community collaboration, anti-oppression or social justice work, or any combination thereof
- A Bachelor's Degree or at least 3 years of experience in a domestic violence program
- Demonstrated strong writing skills
- Demonstrated commitment to survivor-centered advocacy and social justice;
- Proficiency in Excel, Word preferred.
- Demonstrated strong organizational skills
- Demonstrated ability to handle multiple tasks and work independently
- Valid driver's license, access to own transportation, and a willingness and ability to travel to in-state and out-of-state meetings and conferences 3-4 times per year.

**Compensation:** ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; other health insurance policies at low costs to employees such as dental and vision, an ODVN paid life insurance, short term and long term disability; Health Savings Account, employer contributions of up to 9% to a retirement plan after one year of employment; and a generous and flexible accrued paid time off benefit.

The starting salary for this position will be \$45,000+ depending on experience.

**Location:** Columbus, Ohio and statewide with potential for remote working to be determined.

**Application Process:**

We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

**To apply:** Please submit a resume with a cover letter or equivalent, to Alicia Williamson at [aliciaw@odvn.org](mailto:aliciaw@odvn.org). Please do not submit anything by mail. No telephone inquiries please.

The review of applications will begin immediately. **Scheduling of initial interviews of first round candidates will begin the week of March 25, 2024** progressing until a qualified applicant is hired.

**ODVN is an Equal Opportunity Employer**

*ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by:*

- *Welcoming diverse people and perspectives*
- *Focusing on areas of inclusion via advocacy, training and leadership*