

**Position Title:** Legal Services Coordinator  
**Reports to:** Managing Attorney  
**Hours:** 40 per week. Full-Time, Non-Exempt.  
**Location:** San Luis Obispo County  
**Salary:** \$17-19+ benefits  
**Apply by:** Position is open until filled.

Please submit a resume and a cover letter electronically to [HR@StandStrongNow.org](mailto:HR@StandStrongNow.org) .  
NOTE: Please put "**Legal Services Coordinator**" in the email subject line. No calls.  
Submissions will be reviewed on an ongoing basis until the position is filled. Visit [www.StandStrongNow.org](http://www.StandStrongNow.org) to learn more about us.

### **Purpose and Responsibilities**

Under the supervision of the Managing Attorney, the Legal Services Coordinator is assists clients referred from the local community and assists in identifying, recruiting, assisting and retaining consulting and pro bono attorneys. Maintain the order of legal documents. Prepare legal documents. Research relevant legal materials to aid decision making. Confer with court staff to clarify information. Meet with individuals involved in legal processes to provide information and clarify issues.

### **Job Duties Include**

**Community Referral Assistance:** Provide assistance to individuals referred for services from the community and/or partner agencies. Provide needed safety planning, needs assessment, information, referral to other services and advocacy assistance.

**TRO Assistance:** Provide TRO preparation and assistance to qualified individuals referred from the community and/or partner agencies. present packets and information to available consulting attorneys and/or pro bono attorneys and law students. Prepare TRO documents for review by the attorneys for further consultation and assistance. File and arrange for service TRO documents. Receive and forward TRO packets completed by the paralegal or other staff to an assigned attorney.

**Attorney Recruitment/Retention:** Conduct Assist in conducting identification, recruitment and retention efforts for consulting and/or pro bono attorneys to provide legal assistance and consultation to clients. Conduct networking activities at relevant legal events. Coordinate needed trainings and appreciation events for attorneys working under the project.

**Court Accompaniment Volunteer Assistance:** Provide guidance, assistance and training to agency volunteers assisting in court accompaniment activities.

**Scheduling/Coordination of Services:** and/ or law students Responsible for timely correspondence to attorneys and clients through phone and/or email. Maintain calendar of scheduled court hearings, trainings and other relevant events.

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**Data Entry/Reporting:** Responsible for the documentation of legal services through legal file maintenance and accurate electronic data entry. Assist with any relevant grant and/or programmatic legal reports as requested.

**Meetings:** Attend Administration and Legal Assistance Program meetings as requested. Attend weekly Advocacy Coordination Meetings. Attend bi-monthly all-staff meetings, as well as other Stand Strong meetings when appropriate. Attend meetings with outside community constituents as requested.

**Minimum Qualifications:**

- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- **English & Spanish Language** — Knowledge of the structure and content of the English and Spanish languages including the meaning and spelling of words, rules of composition, and grammar.
- **Law and Government** — Knowledge of laws, legal codes, court procedures, government regulations, agency rules, and the democratic political process.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Computers and Electronics** — Knowledge of electronic equipment and computer hardware and software, including Microsoft Office and Acrobat.

**Key Characteristics:**

- Utmost respect for and accordance with confidentiality.
- Compassionate, empathetic, non-judgmental.
- Excellent oral and written communication skills.
- Able to work independently.
- Ability to handle sensitive issues with discretion and confidentiality.
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Ability to learn new technologies and software.
- Works closely, cooperatively, and collaboratively with others.
- Strong work ethic and commitment to the organization's mission and vision.
- High level of initiative and reliability.
- Enjoys problem-solving and is willing to find creative solutions.

**Certificates, Licenses, Registrations**

- Current California Driver's License
- Auto registration and auto insurance

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**Requirements:**

- Must satisfactorily pass a background check (paid for by employer).
- Completion of Stand Strong's 40-hour DV training program, to be initiated as soon as possible upon employment.

**Please Note:**

Stand Strong is an equal opportunity employer (EOE) and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, marital status, age, sexual orientation, gender identity, or any other protected status covered by Federal and State laws.

This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at Stand Strong.

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