

**Illinois Coalition Against Domestic Violence
Job Description**

Job Title: Virtual Legal Clinic (VLC) Associate

Classification: Non Exempt

Supervisor: VLC Coordinator

Work Performed/Position Responsibilities:

1. Provide primary and confidential support to the VLC
2. Maintain VLC project records and files.
3. Prepare a variety of materials, including summary reports, general correspondence, memoranda, proofing for grammatical, spelling and formatting errors.
4. Receive and route all incoming calls and communications regarding the VLC.
5. Maintain data system for tracking technical assistance requests.
6. Develop and maintain database of information pertaining to the VLC.
7. Establish outreach and communication with local Bar Associations for presentations by VLC Coordinator and/or Director of Policy and Systems Advocacy.
8. Provide preliminary communications with VLC member sites for initial training and on-boarding of advocates.
9. Promote participation in VLC by member agencies.
10. Perform other duties as may be necessary or assigned by the VLC Coordinator or Director of Policy and Systems Advocacy

Knowledge Requirements:

- Basic understanding of domestic violence.
- Knowledge of the Illinois Coalition Against Domestic Violence or similar nonprofit organization.
- Understanding of legal research and presentation development
- Understanding of office administration

Skills Requirements:

- Illinois current Paralegal license.
- Excellent oral and written communication skills which demonstrates a commitment to professionalism.
- Minimum one year experience as paralegal.
- Ability to provide initial training to advocates and attorneys on use of VLC software.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple projects simultaneously and efficiently manage one's time.
- Appropriate conflict resolution methods which lead to positive solutions.
- Working knowledge in a variety of software applications including but not limited to word processing, Power Point, Microsoft Excel spreadsheets, Microsoft Access databases, and Adobe Acrobat.
- Working knowledge to configure and troubleshoot audio/visual and mobile technology equipment.

Physical Requirements:

- Ability to lift 35 pounds.
- Ability to drive oneself or secure reliable transportation to reach all areas of Illinois.
- Ability to work off site as needed.

Special Demands:

- Willingness and ability to travel with occasional overnight stays.
- Must be able to secure reliable transportation, including driver's license and proof of insurance if necessary when travel is required.
- Ability to work in fast-paced, non-smoking, feminist-centered environment.
- Ability to work cooperatively with a variety of people as well as independently with minimal supervision.
- Ability to successfully manage prioritization of tasks related to multiple projects.

Sources:

- The VLC Associate takes direction from, reports to, and is evaluated by the VLC Coordinator.

Accountability:

- The VLC Associate is responsible for implementing details for the VLC project and technical assistance.
- The VLC Associate is responsible for implementing other support tasks as directed by the VLC Coordinator or the Director of Policy and Systems Advocacy.
- The VLC Associate is responsible for promotion of ICADV's VLC project opportunities and to present summaries of the evaluations conducted

ICADV is an equal opportunity employer.

Created: January, 2018