



PROJECT SAFEGUARD LEGAL ADVOCACY PROGRAM ASSISTANT JOB ANNOUNCEMENT

Job Summary: This position is the first point of contact for all individuals contacting Project Safeguard. This person coordinates with PSG advocates and partner agencies to ensure survivors receive legal advocacy and assistance. The Program Assistant will handle a variety of office management, clerical and bookkeeping tasks, as well as managing PSG's social media presence and activities, and assisting with other external communication.

Job Duties and Responsibilities:

Legal Advocacy

- Answer incoming calls, respond to emails and chats.
- Provide culturally responsive basic information on services provided by PSG and screen callers for civil legal advocacy needs.
- Conduct initial conflicts check for all incoming contacts prior to connecting with available legal advocate.
- Transfer calls to available legal advocates or connect callers to partner agencies for assistance.
- Facilitate warm hand offs to partner agencies as appropriate.
- Maintain a close working relationship with other Project Safeguard staff for support and exchange of resources and best practices.
- Manage client survey process.
- Attend and participate in all required Project Safeguard meetings, including weekly advocates' meeting and bi-monthly staff meetings.
- Provide technical assistance and training to agencies on Project Safeguard services and/or gender-based violence.
- Maintain accurate and current client and programmatic records, data, and statistics as required, utilizing the Salesforce database system.

Social Media and Communications

- Create, maintain and regularly update Project Safeguard social media accounts, including Facebook, Instagram and Twitter. Collaborate with partner agencies to share information and promote events and action items.
- Coordinate with Grants and Finance Director and Executive Director to create and disseminate external communication using Constant Contact and other tools.
- Coordinate updates and changes to website and other online presence. Ensure all online agency information is current and updated as needed.

Office Management

- Provide general office support, including managing office supplies and equipment.
- Act as technology and equipment contact point for all staff; troubleshoot minor issues and call for repairs when necessary.



- With consultation from Executive Director and/or Grants and Finance Director, get bids on new equipment/services and serve as liaison with vendors.
- Act as liaison with Rose Adom Center staff to manage building issues, including key cards, parking spaces, and reporting repairs needed.
- Other duties as assigned.

Job Qualifications, Knowledge, Skills, and Abilities:

- Bilingual in Spanish required.
- Ability to manage multiple tasks and demands simultaneously.
- Experience working with survivors of gender-based violence or knowledge of the issues preferred.
- Basic understanding of the civil legal system.
- Clear and helpful oral and written communication.
- Ability to take the initiative to establish and maintain relationships.
- Ability to work independently.
- Demonstrated commitment to social justice and equity.

LOCATION:

Rose Adom Center, 1330 Fox Street, Denver

IMMEDIATE SUPERVISOR:

Program Manager

Project Safeguard values diverse life experience and is an Equal Opportunity Employer. Survivors of intimate partner violence, people of color, people with disabilities, and/or people who identify as LGBTQI+ are encouraged to apply.

This is a full-time, non-exempt position. Starting salary is \$20.30/hour for a 36-hour work week. Benefits include parking or transit pass, health, dental, vision, disability and life insurance, and employer-matched retirement plan.

TO APPLY: Please email cover letter and resume to Jennifer Eyl, Executive Director, at jeyl@psghelps.org. Position open until filled. No phone calls, please.