



Job Description Social Change Legal Assistant¹

About the Idaho Coalition

The Idaho Coalition identifies, supports, and thrives as an intergenerational, multi-racial, multi-ethnic, multi-cultural organization for the benefit of our team, our work, and our movement to end gender violence inextricably interconnected to multiple systemic oppression. Our focus is girls and women, and people who are gender oppressed who are impacted by or at risk of gender violence and systemic oppression.

Gender violence (sexual assault, domestic violence, dating violence, and stalking) does not occur in isolation. Gender violence is part of the continuum of gender oppression and is fueled by social injustice including patriarchy, sexism, racism, classism, homophobia, transphobia, able-ism, religious discrimination, and anti-immigrant sentiment. To end gender violence, we must address the larger systemic issues that generate and sustain it.

Shared Vision and North Star

Our shared vision is one of beloved communities with social equity and collective liberation for all human beings; where we see our own and each other's full humanity and everyone has the ability to thrive and the dominant social narrative is one of interdependence, resilience, and regeneration.

Our north star is collective liberation, and is the embodiment of our vision, values, and purpose. Our movement must place historically marginalized communities at the center of our efforts. Focusing on historically marginalized communities, means ensuring that our actions, strategies, policies, and programs not only respect and reflect their experiences but also serve to advance their agency and leadership in their own lives and in the movement at large.

Organizational Values

Our organization holds itself accountable to the values we want to see in the world:

- **Compassion** – We see each other's full humanity with love and kindness, and intentionally turn toward others to end suffering and oppression.
- **Interconnection** – We understand our interdependence and the importance of authentic respectful relationships with one another and our earth.
- **Lead Boldly** – We cultivate an appetite for risk-taking, an openness to possibilities, and going into the unknown.

¹ Job title may change.

- **Social Equity** – We are in solidarity with historically marginalized communities to amplify voices, lived experience, and histories to achieve shared power and an equitable distribution of resources.
- **Collective Liberation** – We move forward together knowing that our collective humanity is connected to the liberation of the most marginalized person in our community, the last girl.

Primary Roles and Responsibilities of the Social Change Legal Assistant

Transformative Leadership Responsibilities – Across the Organization

- Demonstrate alignment with and operationalization of the Idaho Coalition Framework for Social Change across the work.
- Examine your own privileges and connections to power and/or oppressions so that your work is in service to the last girl and serves our collective commitment to ending gender violence and multiple compounding systemic oppressions.
- Build authentic relationships with our team, our membership, our partners, and communities through practices such as courageous conversations, giving and receiving feedback, finding a “third way” not limited by the binary of “either/or,” and actively engaging in community events.
- Ability to respond, adapt to and thrive in rapidly changing conditions and a commitment to experimentation and an ongoing process of organizational transformation.

Initiative/Project Responsibilities

- Work closely with the Director of Law & Policy and Social Change Attorney to provide high quality legal services, including completing administrative tasks essential to legal services, including intake, issue spotting, transcription, survivor support and resource referral, calendaring and scheduling of service-related matters, etc.
- Establish and enhance an existing statewide referral network and identify survivor identification and outreach opportunities. Work with referral network partners and the Director of Law & Policy to develop and implement innovative and effective outreach methods to connect with survivors of sexual violence from traditionally underserved communities.
- Identify gaps in service areas, focusing on services for survivors of sexual violence who are LGBTQ, have a physical, mental or developmental disability, Deaf or hard of hearing, and/or are Latinx, Indigenous, immigrants, or who have been resettled in the United States through the refugee process.
- Provide support to contract specialist attorneys or other staff in administrative matters including reporting, invoicing requirements, and tracking in kind contributions of time.

Organizational Self-Care and Sustainability Responsibilities

- Radical self-care practices that provide a daily way to embody and sustain the change we hope to see within ourselves, organizations, and society.
- Practice Forward Stance to emphasize proactive and strategic actions to build successful and sustainable movements; to bring physical and experiential elements to movement building work and provides a way to “get out of our heads,” and to reflect and understand that the mind, body, and spirit are interconnected in ways that allow for physical experience to enhance and shift the ways the mind can understand, absorb, learn, and imagine.

- Engage in physical practice as able to still our minds to reflect on our internal conditioning – to turn our gaze inward and become aware of our habits (unconscious repetitive acts).

Position is exempt and reports to the Director of Law & Policy.

Qualifications

- Experience with peer to peer mentorship and a commitment to transformative and adaptive leadership, shared leadership, and a strong desire to motivate to help our team thrive.
- Demonstration of knowledge or willingness to learn about the impacts that sexual violence has on individuals and employing a survivor-centered individualized in work with clients and partners.
- A strong desire to work in meaningful collaboration with survivors of sexual violence from historically marginalized communities.
- Strong communication skills, particularly strong oral communications, ability to facilitate workshops or presentations, and comfort representing the Idaho Coalition in the broader community.
- Dedication and ability to work flexible hours and to travel within the state of Idaho to conduct outreach activities.
- Bilingual in Spanish, Swahili, Arabic, ASL or a language that is relevant to Idaho's Limited English Proficiency (LEP) community strongly preferred.

Location: Boise, Idaho

Start Date: As soon as a candidate is selected.

Compensation: Salary is commensurate with experience. Benefits include medical, dental, vision, and life insurance, and long and short-term disability coverage; 401K; pro-active health and well-being stipend; flexible hours; generous paid vacation and sick time off; and other types of paid leave.

Application: To apply for the position, please email a cover letter indicating your interest in this position and resume to annie@engagingvoices.org. In the subject line of the email type Application for Social Change Legal Assistant. No phone calls please. This position is open until filled. Application review will begin August 19, 2019.

The Idaho Coalition is an equal opportunity employer with a diverse multi-cultural staff. We highly value each of our staff member's unique life experiences and encourage people of all backgrounds to apply, including but not limited to individuals from racially or ethnically diverse communities, LGBTQ communities, and individuals with disabilities.