



Vacancy Announcement

Law and Policy Court and Legal Advocacy Specialist

Position Title: Law and Policy Court and Legal Advocacy Specialist
Salary: DOE
Date of Hire: until filled
Location: Fairbanks, Anchorage or Juneau

Scope of Position and Summary:

The Alaska Native Women's Resource Center (AKNWRC) seeks an organized, detail oriented and dedicated individual to fill the position of Law and Policy Court and Legal Advocacy Specialist. Applicants must be a licensed attorney in good standing with the Alaska State Bar, or become licensed within one year of the position, and have experience working with Tribal Communities and work in public advocacy is required. It is preferred for the applicant to have experience with domestic violence or harassment protection orders in state or tribal forums. This person will report to the Law and Policy Director.

The selected applicant will have primary responsibility to create a civil legal aid program and court support for victims of sexual abuse, domestic violence and related cases. In addition, a secondary focus shall be for assisting with creation of a Judicial program focused on assistance in meetings, trainings and court development to address crimes of sexual and domestic violence abuse in tribal communities and tribal courts.

The selected applicant's primary focus is to create a process, policy and network of civil legal aid attorneys and small contracts for the

different Alaska regions; Be available to provide staffing on cases, and oversee contract lawyers, and on a limited basis provide direct services wherever the applicant/attorney is located.

Secondary focus for this position will be to help create a tribal judges association that focuses on the sharing of information, resources and trainings on handling domestic violence, sexual assault, stalking and related orders and appellate courts.

In addition, the selected applicant will supervise the Legal Navigator, a staff assistant who is a paralegal or legal program specialist who can provide information about protection orders, victim services and general advocacy support. Our office is located in Fairbanks, AK. We are an equal opportunity employer offering an excellent salary. Position open until filled and dependent on available funding (including grants and other.) Salary is commensurate with experience.

About the AKNWRC:

The Alaska Native Women's Resource Center is a non-profit Technical Assistance organization dedicated to strengthening local, tribal response through community organizing efforts. Advocating for safety for women and children

especially domestic violence and/or sexual assault and many of the behaviors that are attributed to interpersonal violence and how it affects our villages and families. The AKNWRC provides technical assistance, policy development and system engagement, training, materials and resource information and guidance with evaluation/research regarding violence against “American Indian, Alaska Native women. Our mission is to uphold the sovereignty of Indian nations so we can restore safety for Native women and their children.

Responsibilities:

- Contract creation and oversight with qualified legal aid providers and/or attorneys to provide civil legal aid services as authorized.
- Monitor legal aid contracts to ensure legal services provided are within the identified parameters of the contract in order to ensure AKNWRC’s grant compliance.
- Prepare quarterly reports of services provided, including numbers of clients served under legal aid contracts.
- limited direct representation of clients.
- Assist with creation of a statewide tribal judge’s association to assist with education and support for handling gender-based violence and related cases.
- Create forms and processes to support the program and courts
- Coordinate trainings two times per year
- Assist and oversee Legal Navigator position

- Other duties as assigned.

Qualifications:

- Minimum of a Juris Doctorate degree with 5 years of Tribal Court and /or non-profit legal services representation or the equivalent. Ten years preferred.
- Licensed in the state of Alaska as a member in good standing or ability to obtain Alaska bar license within first year.
- At least 5 years of overall professional experience; ideally 8+ years of experience .
- Excellent computer skills; working knowledgeable with Word, Google Docs, Dropbox and related programs.
- Flexible and a self-starter; able to manage multiple priorities while also being highly detail-oriented.
- Excellent oral, written and interpersonal communication. Ability to resolve issues quickly and make decisions in a collaborative culture. Demonstrated ability to develop and maintain effective working relationships.
- Personal qualities of integrity, credibility, and a commitment to the AKNWRC’s mission.

Interested applicants may apply by sending a cover letter, resume, certificate of good standing, writing sample and list of two references to recruitment@aknwrc.org .