

# Legal Coordinator/ Advocate

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to interested  
candidates!**

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Manavi, a NJ-based organization for South Asian women dedicated to ending violence against women in our communities is pleased to announce an opening for a Legal Coordinator/Advocate. The position is full-time, but may potentially be modified to part-time for the right candidate.

DEADLINE for applications: July 31, 2010  
expected START DATE: August 16, 2010.

## **Responsibilities include:**

- Coordinate two Legal Clinics each month in New Brunswick and Jersey City
- Serve as a legal resource for women who call us for assistance, staff, and volunteer advocates by gathering, organizing, and disseminating legal information
- Cultivate legal pro-bono network, including recruitment and training of attorneys
- Provide support to and advocate for women experiencing violence
- Participate in community outreach activities
- Maintain Manavi's relationship with key legal and other organizations
- Participate in organizational work, including volunteer orientations, community organizing and other events/meetings

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### **Qualifications:**

- Bachelor's degree and 2 years experience
- Interest in legal and immigration issues
- Commitment to and experience in working with violence against women/social justice issues
- Experience working in a non-profit/community based organizational environment
- Well-organized, self-directed, highly motivated, ability to prioritize and handle multiple tasks
- Ability to work in a group setting
- Excellent writing, communication and interpersonal skills
- Proficiency with Microsoft Office essential
- Proficiency in at least one South Asian language preferred
- Ability to work flexible hours, including some evenings and weekends

Please email resume and cover letter to:  
[manavi@manavi.org](mailto:manavi@manavi.org) with 'Legal Position' as Subject  
No phone calls please

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