



P.O. Box 3103 New Brunswick, NJ 08903 Tel: (732) 435-1414 Fax: (732) 435-1411  
E-mail: [manavi@manavi.org](mailto:manavi@manavi.org) Website: [www.manavi.org](http://www.manavi.org)

---

## LEGAL COORDINATOR / ADVOCATE

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 22, 2010**; expected START DATE: **August 16, 2010**.

### Responsibilities:

- Coordinate two Legal Clinics each month in New Brunswick and Jersey City (schedule attorneys; oversee legal intakes; maintain statistics; arrange for interpretation, childcare, etc; provide follow-up advocacy)
- 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; coordinate legal collective volunteers
- Maintain Manavi's relationship with key legal and other organizations
- Participate in organizational work, including volunteer orientations, community organizing and other events/meetings
- Prepare quarterly grant reports
- Other duties as assigned

### Qualifications:

- Bachelor's degree and 2 years experience required
- Familiarity with/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 effectively; 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' in Subject field. No phone calls please.