

## Position Description: Legal Associate

### About ALIGHT

ALIGHT (Alliance to Lead Impact in Global Human Trafficking) exists to unlock a fresh start for human trafficking victims and survivors. Founded as a 501(c)(3) nonprofit organization in Colorado in 2015, ALIGHT connects survivors' diverse legal needs to untapped expertise in the legal community in Colorado and beyond. ALIGHT works with social service providers and community organizations that support different vulnerable populations in order to help the human trafficking survivors they serve connect to the right attorney - at the right time.

ALIGHT's leadership in pioneering and implementing an innovative model for legal services delivery for survivors (think: Lyft app for specialized pro bono services) has been nationally and internationally recognized. In 2020, the American Bar Association passed Resolution 113 that promoted the need for the innovative tech-based model that ALIGHT has established in Colorado. In 2021, the Freedom Collaborative, a platform for global anti-trafficking efforts, recognized ALIGHT's model as unique in the world. ALIGHT has been invited to present this innovative work at the 2017 United Nations Conference on the Status of Women's human trafficking event, the Princeton Center for Information Technology Policy and the Freedom Network.

**We are seeking individuals who are highly talented, passionate and thrive in an entrepreneurial culture that values justice, collaboration, innovative solutions with impact and a multidisciplinary approach to the injustices of human trafficking.** For more information, please visit [www.alightnet.org](http://www.alightnet.org).

### About You

If you are looking to

- Positively impact the lives of the most vulnerable members of various at-risk communities
- Work with other passionate professionals to fight for the rights of human trafficking survivors to unlock a fresh start
- Develop expertise working at the intersection of law, technology and human trafficking

Then you have found the right place.

### To Apply

Please email your resume and cover letter to Marianna Kosharovsky (Executive Director) at [connect@alightnet.org](mailto:connect@alightnet.org), and indicate "Legal Associate" in the subject line.

## Position Description

This position is an opportunity for an attorney or law student who is passionate about ending human trafficking to work closely with the legal community to fight for survivors' rights. The Legal Associate focuses on growing and supporting ALIGHT's mobilized network of attorneys. This role is central to serving the most vulnerable and bridging the gap to meet their legal needs.

The Legal Associate joins the program team on a part-time basis of 10 to 25 hours per week at \$25 per hour. Responsibilities include working remotely to conduct outreach, on-boarding and follow-up with attorneys. This position works closely with the Executive Director, Program Associate and Intake Advocate. Strong work ethic, proactive attitude and comfort with working remotely required. JD or JD candidate preferred. This is a grant-funded position for one year commencing no later than March 31, 2022, with opportunity for extension upon securing future funding.

## **Responsibilities**

### ***Recruit, screen and train attorneys to join the program:***

- Research and identify potential attorney partners to participate in the program.
- Initiate, build and strengthen relationships with potential attorney partners.
- Conduct remote onboarding of attorney and community service partners, including reference checks.
- Train attorney and community service partners on the use of technology, collaborative practices and trauma-informed considerations for working with survivors.
- Assist with development of vicarious trauma resources for attorneys working with survivors.

### ***Support field use of program technology and support community-building:***

- Assist attorney and community service partners with technology setup (i.e. downloading and working the app).
- Research and provide additional resources, as necessary.
- Regularly interact with attorneys and community service providers to build relationships, represent ALIGHT at community events and support initiatives to bolster participant engagement in the program.

### ***Collect and analyze program data:***

- Conduct follow up on ongoing cases, including surveys and other communications.
- Utilize Asana to track progress and provide status updates at weekly virtual team meetings.
- Record and analyze results in ALIGHT systems within Google Docs.

## **Qualifications**

- Has completed, or is in the process of completing, a graduate degree in a field relevant to ALIGHT's work (J.D. or knowledge of legal system preferred).
- Holds 1+ years of experience in positions requiring legal content knowledge and experience.
- Passionately advocates for justice and survivor-centric solutions for vulnerable groups and individuals.
- Communicates clearly and effectively and is adept at networking and relationship-building.
- Has strong organizational skills and a self-starter mindset to developing relationships (sales and/or recruiting experience a plus).
- Has proven ability to work well independently, innovate, problem-solve, collaborate and meet deadlines.
- Holds sincere commitment to work collaboratively with all constituent groups, including staff, board members, advisory council, volunteers, donors, program participants and other supporters.
- Comfort in an entrepreneurial environment and proficiency with mobile technology, remote working tools and Google applications. Skilled at Excel analytics and reporting functionality.
- Proven and demonstrable track record of success working in related industry/sector.
- Operations, processes and tech systems experience a plus.
- Graphic design experience a plus.

## **Benefits**

- Gain real-world professional experience that expands your current knowledge of human trafficking and survivors' diverse legal needs.
- Receive trauma-informed care training.
- Learn and directly participate in the implementation of innovative technology solutions to human trafficking problems.
- Build and maintain a strong network of legal professionals in Colorado and nationally.
- Strengthen your resumé with operational and entrepreneurial experience.

- Obtain potential references for future career opportunities.
- Maintain a flexible work schedule.
- Implement your own skills and ideas into a sustainable legal program.

#### Diversity

ALIGHT is committed to serving the needs of diverse trafficked persons. Further, ALIGHT is committed to developing an inclusive work environment where diversity of background, thought, style, culture and skill is valued in support of individual performance and potential, as well as our strategic goals and mission. ALIGHT does not and shall not discriminate on the basis of race, sex, religion, creed, age, national origin, alienage, marital status, sexual orientation, gender identity and expression, disability or any other legally-protected characteristic, in any of its activities or operations. These activities include, but are not limited to, provision of services. We are committed to providing an inclusive and welcoming environment for all members of our beneficiaries, volunteers, subcontractors and vendors.

#### Disclaimer

This position description indicates in general terms, the type and level of work performed as well as the typical responsibilities of team members in this classification and it may be changed by senior management team at any time. Other duties may also apply. Nothing in this job description changes the at-will employment relationship existing between ALIGHT and its team member. Distribution of this item outside of ALIGHT without an authorized release is a violation of ALIGHT policy.