



MUSLIM WOMEN'S ORGANIZATION

Position Description

Legal Fund Coordinator (Volunteer)

Scope of Assignment

The Legal Fund Coordinator should value both direct legal services, policy, and advocacy work.

Position Summary

Our nonprofit organization is looking for a Legal Fund Coordinator to join our growing team on a part-time basis to provide aid to women, especially those affected by Domestic Violence/ Intimate Partner Violence, and remove barriers that exist to obtaining legal assistance. Responsibilities will include engaging and coordinating with the advocacy community, private bar, and volunteers to increase civil legal services and legal representation of some of the most vulnerable women in our community. Through cultivating and coordinating outreach efforts to the private bar, judiciary and legal community, the coordinator will develop relationships and create efficient systems to increase the provision of legal aid to Muslim women affected by DV and IPV in Orlando and surrounding areas. The coordinator will also develop support for Muslim women with legal questions relating to DV/IPV. Additionally, the coordinator will develop and implement training and materials to ensure Muslim women's legal needs are addressed adequately in the community. This is a new opportunity and we're seeking a self-motivated individual who is excited by the chance to build a program from the ground up.

Importance of Assignment

Our organization has a small fund available to assist women in domestic violence situations. In order to provide the best service to the women who turn to us for assistance in a time of great need, we need to build relationships with local Muslim attorneys who will work collaboratively to provide legal aid.

Organization Overview

The Muslim Women's Organization (MWO) envisions a world where every Muslim woman has the opportunity to lead in the service of humanity. Our mission is to empower communities by harnessing the leadership of women and providing them with the resources they need to create change in their area of passion. By providing leadership training and doing outreach to (relevant) communities, we believe that the

Muslim women of Central Florida will be more empowered and enjoy greater gender equity.

Inclusion and Teamwork

The Muslim Women's Organization (MWO) is a small nonprofit with 1 full-time employee, 2 part-time staff members, a board of directors, and volunteer project managers. In addition to our staff, our interns, and our volunteers are not just observers in our organization, but an integral part of everything we do. MWO believes in pluralism and is a welcoming space where women from all backgrounds and perspectives belong. When we are able to meet in person, our HUB is a safe and brave space where we collaborate and learn together, but all team members are provided with resources to collaborate remotely as well.

Build Life-long Skills

At MWO, we focus on building skills that you can apply for a lifetime, including:

- Learn how to think critically and act logically to solve problems and make decisions
- Use computers, technology tools and information systems effectively
- Develop ability to collaborate and work in teams
- Build leadership skills through taking ownership and responsibility of projects
- Learn how to develop a positive attitude toward change

What you'll do

- Develop, engage, and nurture pro bono relationships between law firms and other members of the private bar, and the MWO in order to maximize counseling and referral capacity;
- Work with local attorneys and law firms to negotiate retainers for Domestic Violence survivors;
- With assistance of the MWO staff, determine when a case can/should be referred, and write up descriptions of the case to give to potential pro bono attorneys;
- Create a system to timely screen and refer cases to partner attorneys; provide support and oversight to ensure timely and effective legal services are provided to referred clients;
- Develop and ensure adherence to program and case handling standards, establish and implement program policies in conjunction with ED; ensure adherence to funder requirements and the highest professional standards;

- Create and maintain data systems, measuring impact and quality of referral process, and engagement with volunteers and the advocacy and legal communities;
- Develop a program for support, including informational materials, trainings, and individualized assistance; arrange a monthly legal clinic at the MWO HUB; expand or alter services as needed;
- Coordinate trainings for attorneys about the needs of Muslim women and survivors.
- Identify and participate in professional development opportunities to develop leadership capacity and expand substantive legal knowledge in order to grow the pro bono program.

Who you are

- Nonprofit experience, with volunteer coordination experience preferred
- Understanding of Black, Brown, Indigenous, and Muslim communities
- A flexible problem solver, good at striking the balance between innovation and continuity, deliberation and action, independence and collaboration
- Ability to work independently and with minimal direction, showing initiative, creativity, self-discipline, effective time and project management skills
- Knowledge of trauma informed care models
- Be a culturally competent leader: eager to learn, a good listener, and capable of working well with people from different backgrounds and identities
- Highly developed interpersonal skills, including excellent oral, written and listening communication
- Integrity, credibility, and passion for supporting the communities MWO serves
- Knowledge of the legal rights of victim/survivors and the civil and criminal legal systems in Florida
- Experience working in environments where confidentiality is required
- Demonstrated judgment and ability to identify and prioritize high risk situations and inform appropriate channels
- Understanding of anti-oppression work and its role in addressing gender-based violence
- Experience facilitating support groups
- Comfortable working with distributed teams and online collaboration tools (Slack, G Suite, and Zoom)

Accessibility & Commitment

This position reports to the Executive Director and works with the Aid Squad to identify and provide support to women who may need assistance while experiencing

DV/IPV. Whether online or in person, the staff and leadership team is available to clarify questions necessary to complete a project.

Reporting Requirements

The volunteer is expected to report via email to the responsible manager on a weekly basis and attend one monthly check-in and one monthly team meeting. (Meetings can be attended virtually)

Time Commitment

10-12 hours each month. We are flexible about in-person meetings and allow interns/volunteers to work remotely as needed. Minimum 1 year commitment.

Compensation

This is an unpaid volunteer position. High school and College internship requirements can be met.