




WE ARE HIRING!



LEGAL SERVICES PROGRAM COORDINATOR

Salary Range: \$50,000- 55,000 + Benefits

 Full-time, Exempt
 Des Moines

 40 Hour/Week
Office Hours 8:30am-5:00pm

 Reports to:
Assistant Director, Staff Attorney

ABOUT THE ROLE

- ✓ Help develop L.U.N.A.'s in-house legal services program.
- ✓ Support the Staff Attorney and survivor access to services.
- ✓ Coordinate referrals, documentation, and grant compliance.
- ✓ Track activities, outcomes, and grant compliance.

SKILLS AND EXPERIENCE

REQUIRED

- ✓ Bilingual English/Spanish
- ✓ 2+ years in victim advocacy, legal services, or non-profit programs
- ✓ MS Office and case management system
- ✓ Strong organization and time management
- ✓ Ability of work independently and as a part of a team

PREFERRED

- ✓ Bachelor's degree or equivalent experience
- ✓ Familiarity with family law, protection orders, and legal advocacy
- ✓ Program coordination or development experience
- ✓ Knowledge of culturally specific services for Latino communities

ADDITIONAL REQUIREMENTS

- ✓ Background and driving record checks are required for this position
- ✓ Provide references and verification of education and/or training

APPLY NOW

Send your resume and cover letter to:

melissa @lunaiowa.org