



## The Louisiana Foundation Against Sexual Assault

### **Volunteer Legal Assistant**

#### Purpose:

The Volunteer Legal Assistant (“VLA”) will participate in the development and implementation of resources (including, but not necessarily limited to, webinars, brochures, flyers, white papers, or other downloadable media) designed to inform, guide, and/or educate attorneys, judges, legal staff, advocates, and other allied professionals with respect to the provision of legal services to sexual assault survivors. The VLA will also provide legal research, draft legal memoranda and assist the Legal Advocate/Attorney with motion practice, hearing preparation, and various other tasks to assist in direct service to survivors. The VLA will also assist the Legal Advocate/Attorney with LaFASA’s legislative efforts to improve outcomes for survivors.

#### Essential Duties & Responsibilities:

- Legal research;
- Analysis of statutory and jurisprudential impact;
- Design and preparation of resource presentation.

#### Requirements:

- At least 18 years old;
- Must provide a criminal background and finger print check in compliance with the Louisiana Adult Protective Services Law (LA R.S.15:1501-1511) within 30 days of activity;
- Dependable and punctual;
- Familiar with or willing to learn about sexual violence;
- Working knowledge of basic legal research;
- Working knowledge of office software.

#### Training and Supervision:

- Must complete volunteer orientation;
- Supervisor: Legal Advocate/Attorney.

Time Commitment:

- This is a project-oriented position, and the volunteer will work to complete the goals of the project. The volunteer must work on this project at least one shift every week. Shift lengths will be determined based on the project timeline, which will be created by the Legal Advocate/Attorney.

Benefits:

- Gain experience with project management by working for a non-profit organization;
- Gain experience with and knowledge of Louisiana statutory and jurisprudential laws, particularly in the areas of legal research, legal analysis and the legislative process;
- Create pieces to add to portfolio that are linked to active and professional organization's website;
- Help end sexual violence in Louisiana through legal advocacy and community awareness.

Start Date: TBD

To apply:

Email resumes and a brief cover letter explaining why you would be interested in this opportunity to [sean@lafasa.org](mailto:sean@lafasa.org).