



## **GUAM LEGAL SERVICES CORPORATION-DISABILITY LAW CENTER**

Guam Legal Services Corporation-Disability Law Center (GLSC-DLC) is a private, non-profit corporation providing legal services to persons with disabilities, victims of violence, and children in non-criminal cases. GLSC-DLC is now accepting applications for the following full-time position:

### **PROGRAM COORDINATOR**

Primary responsibilities include federal grants management; supervision of advocates; working with survivors/victims of domestic violence, sexual assault, stalking, other crimes and working with persons with disabilities; collaborating with service providers that assist underserved communities; coordinating grant activities and performing other activities consistent with GLSC-DLC's program requirements.

Minimum requirements include a bachelor's degree, federal grants management experience, supervisory experience, strong social services background, training and field experience in providing services to underserved communities, including survivors/victims of domestic violence, sexual assault and stalking, and persons with disabilities, excellent communication, organizational and time management skills; and basic administrative and computer skills. Applicants must further demonstrate the ability to develop new skills and work collaboratively with GLSC-DLC staff, its project partners and the community, and performing other activities consistent with GLSC-DLC's Victims of Crime Act and Legal Assistance for Victims Grant Programs as well as the organization's mission. Fluency in other languages is a plus.

Applicant must be willing to work flexible hours, including weekends. Applicants should also be able to travel off-island for training. Applicant must also have a valid driver's license and their own vehicle.

Excellent benefit packages available. Salary will be commensurate with qualifications and experience.

**Email your resume, cover letter and three references to the address below:**

**[information@guamlsc.org](mailto:information@guamlsc.org)**

**DEADLINE FOR APPLICATIONS: Until Positions Filled**

For further information, please call (671) 477-9811

**GLSC-DLC IS AN EQUAL OPPORTUNITY EMPLOYER**