

JESSICA MUÑOZ, Esq., MFS

PROFESSIONAL EXPERIENCE

Voices for Children – Riverside County
Riverside County, CA

February 2016-present

- **Program Director**

- Oversee all aspects of Voices for Children’s Riverside County program, including the recruitment, screening, training, and supervision of volunteer Court Appointed Special Advocates (CASAs).
- Supervise all Riverside County-based employees, which include six program staff members and a Director of Philanthropy.
- Develop, implement, and support the strategic plan for the Riverside County program
- Create and implement budget and development plans in consultation with the Chief Financial Officer and Senior Vice President of Philanthropy.
- Manage community and government relations and serve as the primary point of contact for child welfare professionals, community leaders and elected officials, supporters, and other Riverside County stakeholders.

University of California, San Diego – Undocumented Student Services Center
San Diego, CA

July 2014-February 2016

- **Coordinator**

- Served as UCSD’s first subject matter expert on undocumented students and on relevant legislation and campus policies. Provided general and department-specific training and guidance to ensure compliance with federal and state law.
- Directed the operations of the new Undocumented Student Services Center, including recruiting, training, and supervising student-employees and volunteers. Oversaw a \$900,000 budget allocation. Created and managed operational and programmatic budgets. Developed and implemented outreach, marketing, and communication strategies. Collaborated with and provided guidance to campus media relations.
- Forged strategic partnerships with external organizations and designed and delivered workshops for off-campus partners, including staff, faculty, and counselors in K-12 schools and community colleges.

Dependency Legal Group of San Diego – Conflicts Counsel Office
San Diego, CA

March 2011-July 2014

- **Staff Attorney**

- Represented children and parents in dependency proceedings, which required the application of juvenile, family, education, and criminal law, the California Code of Civil Procedure, and the Indian Child Welfare Act.
- Litigated hundreds of cases. Made court appearances daily. Drafted motions, briefs, discovery requests, affidavits, and client letters. Negotiated complex settlement agreements, typically involving four to seven represented parties. Consulted regularly with appellate counsel.
- Advised clients regarding their rights and responsibilities as well as case and trial strategy. Counseled clients on expert witness reports and opinions. Counseled child and young adult clients in a developmentally-appropriate manner.
- Consulted with Court-Appointed Special Advocates (CASAs) and Voices for Children Advocacy Supervisors.
- Coordinated representation with attorneys who advocated for clients in criminal, immigration, and special education matters. Evaluated the need for referrals to other legal resources.
- Provided work direction for investigators.

Los Angeles Dependency Lawyers, Inc. – Law Offices of Alex Iglesias
 Monterey Park, CA

July 2010-March 2011

- **Staff Attorney**
 - Represented parents in dependency proceedings and mediation and advised parents in dependency drug court hearings. Researched, analyzed, interpreted, and explained complex state and federal law and policy. Drafted motions, briefs, and client letters. Advised clients regarding their rights, responsibilities, and case and trial strategy.
 - Consulted with Court-Appointed Special Advocates (CASA) and the on-site CASA program manager.
 - Supervised a legal secretary.

University of California, San Diego – Student Legal Services
 San Diego, CA

February 2007-July 2010

- **Staff Attorney/Legal Education Coordinator**
 - Advised students and student organizations on their legal rights and responsibilities regarding criminal, civil, and UCSD policy-related matters, including landlord-tenant issues, arrests and citations, copyright and patent questions, student conduct and academic integrity hearings, wage and hour concerns, business formation, and consumer complaints. Conducted legal research and analysis. Reviewed legal documents including leases, housing contracts, demand letters, and facility use agreements.
 - Designed and conducted legal education workshops and trainings. Created and implemented assessment techniques for measuring programmatic goals, and modified programs as appropriate.
 - Provided work direction to support staff. Recruited, trained, and supervised student interns and volunteers. Developed and implemented trainings for student advocates who represented peers in disciplinary hearings.

EDUCATION

University of San Diego	2015
Professional Certificate in Nonprofit Management	
National University	2008
Master of Forensic Science, specialization in investigation Thesis: <i>Child Neglect Risk Factors and Indicators in Resources for Professionals: A Quantitative Analysis</i>	
Creighton University School of Law	2005
Juris Doctor	
University of San Diego	2002
Bachelor of Arts, <i>cum laude</i> ; Major: Communication Studies: speech emphasis; Minor: Biology	

AWARDS

- Core Values Award – Voices for Children (2017).
- Attorney of the Year Award – Dependency Legal Group of San Diego, Conflict Counsel Office (2012).
- Special Project of the Year Award (for creating the UC San Diego - Discover the Law program) - Student Legal Services Association – Western Region (2010).
- Exemplary Staff Employee of the Year Award – UC San Diego (2009).

COMMUNITY LEADERSHIP

- San Diego Civic Youth Ballet – Board Member and Board Secretary (2014-2017)
- County of San Diego, Juvenile Justice Commission - Member (2008-2010), Chair (2009-2010).