



COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO

JOB ANNOUNCEMENT: PRO BONO COORDINATOR

Office Location: Menlo Park

Position is open until filled. Priority application deadline: July 26, 2019

Community Legal Services in East Palo Alto, a non-profit organization, offers legal services that improve the lives of low-income families in East Palo Alto and beyond. We specialize in housing, immigration, workers' rights, re-entry and consumer law. We combine policy, advocacy and impact litigation with direct legal services. Our impact is magnified by the support we receive from hundreds of impassioned volunteers at law firms, corporations, and law schools. We have six offices throughout the Peninsula.

CLSEPA seeks a full-time Pro Bono Coordinator to oversee CLSEPA's volunteer program, including the recruitment, retention, and mentorship of volunteers, placement of cases, and recognition of the impact our volunteers have within our community. Responsibilities may also include coordination of new pro bono initiatives.

Essential Duties and Responsibilities

1. Develop pro bono relationships with law firms, corporations, and educational institutions, including meeting regularly with pro bono liaisons and contacts to coordinate recruitment of volunteer attorneys, paralegals, and interpreters.
2. Collaborate with our program staff to place cases and organize trainings, mentorship, and recognition events.
3. Coordinate work of volunteers, including responding to volunteer inquiries/requests and maintaining regular contact with volunteers regarding the status of their cases.
4. Collect and analyze volunteer data and assist in developing marketing materials.
5. Organize and attend community outreach events and legal workshops and clinics.
6. Coordinate new pro bono initiatives, as needed, including the design, implementation and evaluation of initiatives and development of collaborations with community and pro bono allies.

Knowledge, Skills, & Abilities

1. Ability to prioritize and multi-task
2. Strong organizational skills and attention to detail
3. Demonstrated success in following through and completing routine tasks
4. Proficient computer skills
5. Excellent listening and communication skills
6. Commitment to serving low-income and under-served communities
7. Position requires participation in occasional weekend and evening events and clinics

Salary: Hourly wage is the equivalent of an annual salary of \$49,000 or higher (depending on experience). Benefits include generous paid leave, medical, vision, dental, life and disability insurance, and paid leave. CLSEPA also offers a flexible spending plan, for qualified health and child care expenditures.

To Apply: Send resume, cover letter, writing sample, and list of three references to jobs@clsepa.org with "Pro Bono Coordinator" in the subject heading. No calls please. **In your cover letter, please address the following in order for your application to be considered.** CLSEPA's clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

We are an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave or any other basis protected by law.