



DO JUSTICE, LOVE MERCY, WALK HUMBLLY

Pro Bono Coordinator

The Justice and Mercy Legal Aid Center (JAMLAC) is a faith-based non-profit charitable organization (501c3) that provides full civil legal representation for family law, immigration law, and limited civil matters. Our mission is to seek justice for people who are struggling with poverty and oppression in a way that affirms their dignity and strengthens their capacity to positively direct their own lives.

JAMLAC is currently seeking interested applicants for a full-time Pro Bono Coordinator. JAMLAC is prepared to hire an exceptionally qualified candidate as soon as possible.

Position Summary:

JAMLAC is seeking someone to coordinate and organize JAMLAC's Pro Bono Program. The ideal candidate will have experience in the legal field. This person must be an effective and confident communicator with a professional demeanor who is able to contact, meet, and develop meaningful relationships with attorneys and other legal professionals. Additionally, they must have a heart for the underserved, understanding their needs and be able to communicate empathetically with them.

General Expectations:

- Know and support JAMLAC's Mission, Vision, and Values.
- Punctuality and commitment to work.
- Appropriate office attire/business casual (casual/informal dress on Fridays).
- Appropriate conduct with clients and staff (confidentiality, respect, courtesy, concern).
- Meet regularly and build positive working relationships with JAMLAC Staff.
- Maintain personal work timesheets for payroll and grant reporting.
- Contribute to the ongoing development of organizational systems, protocols, and processes within JAMLAC.
- Participate in JAMLAC related advocacy, outreach, and media/communications.
- Participate in JAMLAC workshops and community events, as requested and appropriate.
- Participate in JAMLAC retreats, team building, fundraising, and other events, as requested and appropriate.

Pro Bono Coordinator Specific Responsibilities:

- Act as a liaison between JAMLAC and Volunteer Attorneys and the Legal Community.
- Develop system and pipeline for volunteer attorneys to provide *pro bono* representation in various fields of law for low-income families.

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- Develop and expand relationship with the Christian Legal Society.
- Develop and expand relationship with Catholic Lawyers Guild.
- Develop relationships with other Christian Lawyer Organizations.
- Meet with law firms, explain JAMLAC's program, develop and steward relationships, and solicit them to take *pro bono* cases or participate in other volunteer opportunities.
- Be the liaison for all volunteers (in-house, pro bono and interns).
- Train volunteers as needed (large group and/or one-on-one) and organize CLE trainings.
- Mentor and Manage volunteer attorneys.
- Manage JAMLAC's intern program. Develop application process; network and develop consistent flow of communication with the local Law Schools.
- Communicate with partnering organizations to inform them of our expanding services.
- Provide articles and input for JAMLAC monthly newsletter.
- Work with JAMLAC's Director of Development to create online information and portal for volunteers and clients.
- Initiate, track, manage and follow up with *pro bono* attorney and clients throughout their case.
- Conduct quarterly evaluation of new volunteer program to make changes and increase impact.
- Develop and implement process to gather feedback from volunteers and clients (via survey or other method) regarding their experience serving/getting service with JAMLAC. Conduct post-case surveys from client and volunteer attorney.
- Increase awareness of JAMLAC's volunteer opportunities and clinics.
- Provide presentations at Law Firms and to other attorney groups.

Grant Management and Development Responsibilities:

- Serve as point person for tracking and reporting data related to volunteers, including number of volunteers, hours served, number of clients served and approximate value of service.
- Maintain an up-to-date volunteer contact list with each volunteer's name, phone number, and email address.
- Collaborate with Director of Development to strategize and explore opportunities for volunteers/firms to support JAMLAC financially.

Other Responsibilities:

- Attend JAMLAC staff meetings and other staff retreats/meetings as appropriate.
- Meet regularly and build positive relationships with JAMLAC's staff.
- Learn and maintain JAMLAC's systems of operation and work to improve office procedures where appropriate.
- Actively engage with and energize JAMLAC volunteers, Board Members, and partner organizations as assigned by JAMLAC Director.

- Attend meetings and trainings to gain knowledge in volunteer coordination and/or legal support.
- Speak at community and church functions as appropriate.
- Participate in JAMLAC team building activities.

*Job tasks can be added or subtracted from the above lists at the discretion of JAMLAC.

Compensation

Salary is competitive and commensurate with experience ranging from \$50,000-\$60,000 depending on education and experience. We provide a generous benefits package, including employer annual retirement contribution, healthcare benefit or healthcare stipend option, generous Personal Time Off, flexible work schedule, hybrid work schedule, over 14+ paid holidays, vacation, self-care and well-being emphasis (including counseling availability and self-care time off) and December holiday office closure at full pay.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include “Pro Bono Coordinator” in the subject line. Please email application materials directly to Nikki Koster, nkoster@jamlac.org.

POSITION OPEN UNTIL FILLED