



JOB ANNOUNCEMENT

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| Position: | Program Coordinator |
| Location: | Compton, CA |
| Pay Range: | \$16.00 to \$18.00 per hour |
| Hours: | 10 to 20 hours per week; Occasional Saturdays & evenings |
| Start Date: | Immediately |
| Application Deadline: | 11/11/22 |

ABOUT THE POSITION:

Community Lawyers, Inc. (CLI) is seeking a dynamic, positive, detail-oriented, resourceful, and community-oriented **Program Coordinator** who possesses strong initiative, adaptability, sound judgment, and great interpersonal skills to provide a variety of administrative duties. The ideal candidate supports CLI's mission and is committed to promoting access to justice through legal representation, advocacy, and community education.

ORGANIZATION BACKGROUND:

Community Lawyers, Inc. is a non-profit organization that provides underserved, low and no income community members access to justice through innovative legal programs, affordable and pro-bono legal services, and community advocacy and engagement. For over 17 years, CLI has served Compton and the surrounding communities by assisting residents to meet the challenges of finding quality, ethical, and affordable legal services and resources.

REQUIREMENTS AND QUALIFICATIONS:

- Prior administrative experience is required
- Bachelor's Degree or equivalent work experience of 2 or more years is required
- Excellent verbal, written, and communication skills
- Strong typing, proofreading skills, and ability to maintain and update databases
- Bilingual oral, reading, and writing skills in English and Spanish required
- Strong proficiency in Microsoft Office products (Word, Excel, Power Point, and Publisher), Google docs, Zoom, Canva, MailChimp, and case management programs (My Cases and CLIO)
- Strong computer skills, including internet research
- Experience working with low-income individuals and families highly preferred
- Ability to interact professionally with volunteers, Board of Director, funders, and vendors
- Legal background is highly preferred
- Excellent verbal, written, and communication skills
- Ability to work independently using sound judgment and effective analytical skills
- Ability to prioritize multiple assignments and respond to a variety of requests
- Excellent organizational and time management skills
- Works collaboratively with others and is a team player
- Covid-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered.

EXAMPLES OF JOB DUTIES:

- Greet visitors/legal services consumers in a professional manner
- Check voicemail messages, answer incoming calls, and provide resources and referral information to walk-in consumers and callers
- Schedule appointments for legal clinics, conference calls, and use of attorney office space
- Conduct intakes and ensure that legal consumers read and sign intakes thoroughly

- Provide ongoing administrative support including overseeing the budget, process daily expenditures, and tracking donations on a regular basis
- Scan, photocopy, fax, and file documents as needed
- Create and distribute materials for legal clinics and workshops via e-mail and grassroots outreach
- Coordinate purchase, acquisition, and delivery of office supplies and technology
- Coordinate office maintenance, repairs, service contracts, and vendors
- Organize Know-Your-Rights trainings and naturalization and DACA renewal clinics at local community organizations and schools
- Attend and represent CLI at community outreach events
- Assist with the planning and coordination of our Annual Justice Jam and other fundraising events
- Review and respond to mail and email requests in a timely manner
- Evening and weekend hours will be required for legal clinics, outreach, and fundraising events
- Performs other duties as assigned and/or required

HOW TO APPLY: Please submit a resume, cover letter, and writing sample in PDF or Word Format to Executive Director, Miho Murai at mmurai@community-lawyers.org with subject line "Program Coordinator – Last Name." Only applicants who submit a complete application and who are considered for an interview will be contacted.

Community Lawyers, Inc. is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.