



Community
— LAWYERS, INC. —

Job Description

Title: Volunteer Coordinator

Location: Compton, CA (Hybrid)

Pay Range: Starting at \$20/Hr

Hours: Part-time up to 15 Hours/Week

Start Date: January 2026

Organization Background

Community Lawyers, Inc. is a non-profit organization that provides underserved, indigent community members access to justice through innovative legal programs, and community advocacy and engagement. For 20 years, CLI has served Compton and the surrounding communities of Los Angeles County by assisting residents to meet the challenges of finding quality, ethical, and affordable legal services and resources.

About the Position

Community Lawyers, Inc. (CLI) is seeking a dynamic and passionate individual to fill our open Volunteer Coordinator position and expand CLI's volunteer capacity. The Volunteer Coordinator is responsible for developing, supporting, and managing a robust volunteer program that advances the mission of CLI. This role recruits, trains, schedules, and recognizes volunteers; ensures volunteer activities align with organizational needs; and creates a welcoming, inclusive experience for all volunteers.

The Volunteer Coordinator will also be responsible for building and maintaining strong and sustainable relationships with educational institutions and the community to provide volunteer opportunities to emerging legal professionals including undergraduates, paralegal students, and law students. The Volunteer Coordinator will be responsible for handling any administrative tasks related to volunteer effort reporting for organizational or external purposes.

The Volunteer Coordinator is the first point of contact for all volunteers. The Volunteer Coordinator will be responsible for coordinating our volunteer recognition events.

Requirements and Qualifications

- Proven experience in community or volunteer management and/or coordination
- 2 years experience in a nonprofit organization
- Bachelor's Degree in any field of study (preferred not required)
- Knows how to work independently and as a team player
- With excellent communication, interpersonal, problem solving and organizational skills
- Ability to manage multiple tasks and coordinate schedules efficiently
- Available to attend volunteer program related training and networking events (as needed)

- Compassionate, approachable, and able to work well with diverse groups of people
- Spanish and English language capacity (Preferred)
- Commitment to the mission and values of Community Lawyers, Inc.
- Effective at reporting to the Board and Executive Leadership of CLI
- Handle sensitive information in a confidential manner
- Other Duties as assigned by the immediate Supervisor

Applications are accepted immediately. Please submit a resume, cover letter and list of references to Program Director, Miss Cameron Parker, cparker@community-lawyers.org . Any applicants who are considered for an interview will be contacted.