

## VOLUNTEER COORDINATOR

<b>CLASSIFICATION:</b> Union - Administrative Asst.	<b>SALARY:</b> \$59,009.56 + DOQ/DOE
<b>DEPARTMENT:</b> Pro Bono	<b>FLSA STATUS:</b> Exempt
<b>REPORTS TO:</b> Director of Pro Bono	<b>APPLICATION DEADLINE:</b> UNTIL FILLED

For more than 45 years Bet Tzedek has set the standard for innovation and excellence in providing outreach, education, and direct legal services to those who need it most. Volunteers are a critical part of Bet Tzedek’s service delivery model. Bet Tzedek is nationally recognized for leveraging a small staff and hundreds of volunteers to impact thousands of lives.

Under the direct supervision of the Pro Bono Manager, the Pro Bono Volunteer Coordinator assists with the administration of the day-to-day operations of the Pro Bono and Volunteer programs. Overall, the position coordinates and sustains a meaningful and effective volunteer program that supports Bet Tzedek’s mission.

### **ESSENTIAL DUTIES:**

- Work with Bet Tzedek program staff to evaluate and recruit community volunteers;
- Recruit, screen, interview, orient, and manage volunteer attorneys, paralegals, law students, and other community members;
- Oversee community legal volunteer workflow and evaluations;
- Track volunteer service hours for grant compliance. Lead the planning and coordination of volunteer-related events, including “Summer for Justice” summer law intern program and volunteer recognition events;
- Identify, maintain, and strengthen contacts with law school public interest programs, paralegal school, undergraduate, and other institutions’ career service offices;
- Manage on-campus recruitment of law students, and coordinate Bet Tzedek’s participation in public interest career fairs, panels, and other law school events;
- Produce program materials, including presentations, orientations, trainings, volunteer manuals and outreach materials;
- Provide substantive presentations and represent Bet Tzedek and/or its projects at internal meetings and external recruiting events.

### **QUALIFICATIONS:**

- College degree (preferred);
- Minimum three years office work experience (preferred);
- Ability to multi-task, organize, coordinate and prioritize large volume of volunteer information (required);
- Working knowledge of online networking platforms (e.g., Facebook, LinkedIn, Groundspring, Google, Twitter, Volunteer websites) (required);
- Experience with recruitment of volunteers (preferred);
- MS Office programs (Excel, Word, PowerPoint, Outlook) and case management system proficiency (required);
- Demonstrated commitment to Bet Tzedek’s mission and client communities (required);
- Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties (required).

**HOW TO APPLY:** Email letter of interest, resume, and salary requirement to [bettzedek.9B.C15@applynow.io](mailto:bettzedek.9B.C15@applynow.io), subject line “Volunteer Coordinator.”

***NOTE:*** To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.