



PRO BONO VOLUNTEER COORDINATOR

CLASSIFICATION: Union - Administrative Asst.	SALARY: DOQ
DEPARTMENT: Pro Bono	FLSA STATUS: Exempt
REPORTS TO: Director of Pro Bono	APPLICATION DEADLINE: UNTIL FILLED

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 in-house volunteers
- Recruit, screen, interview, orient, and manage volunteer attorneys, paralegals, law students, and other community members
- Oversee in-house 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 dinner
- Identify and maintain 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

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 (i.e. Facebook, LinkedIn, Groundspring, Google, Twitter, Volunteer websites) (required)
- Experience with recruitment of volunteers (preferred)
- MS Office programs (Excel, Word, PowerPoint, Outlook) proficiency (required)
- Demonstrated commitment to Bet Tzedek’s mission and client communities (required)

HOW TO APPLY: Email letter of interest, resume, and salary requirement to resume@bettzedek.org, 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..*