

PRO BONO RESOURCE CENTER OF MARYLAND, INC.

Position Description for PROJECT COORDINATOR

POSITION SUMMARY: Seeking highly motivated and organized individual with an above-average Microsoft Excel proficiency to support several legal services projects including PBRC's Consumer Protection Project (CPP), Unaccompanied Children Pro Bono Project, and Tenant Volunteer Lawyer Project (TVLD), as well as general administrative duties. The position will focus on data management, volunteer coordination and management, outreach, and support for attorney trainings and community legal clinics. The Project Coordinator will also provide all needed administrative support for the Project and will assist the Project Manager with basic grant reporting tasks, including tracking project metrics, outcomes, and impacts. Full time exempt position. Salary commensurate with experience. Full-health insurance and excellent benefits.

ORGANIZATION: Pro Bono Resource Center of Maryland, Inc. (PBRC) is the statewide clearinghouse of volunteer legal services. As the "pro bono arm" of the Maryland State Bar Association, its mission is to promote equal access to justice by coordinating and supporting volunteer civil legal services, providing resources and support for legal advocates for the poor, and promoting cooperation within the legal community. PBRC focuses primarily on the recruitment and training of volunteer lawyers to assist the most vulnerable populations in our state, and also facilitates the incubation of new pro bono projects targeting the most critical legal needs of the community. The Project Coordinator's ideas, energy, and efforts will have a lasting effect on the direction of these initiatives and will have a significant impact on the lives of Marylanders in financial crisis. The Project Coordinator will have the extraordinary opportunity to observe and participate in the inner workings of a nonprofit legal services provider.

PRIMARY RESPONSIBILITIES:

- Help devise and execute creative outreach strategies to recruit pro bono attorneys across the state.
- Assist Project Manager with inquiries from potential and existing volunteers.
- Process volunteer registration forms and maintain database of volunteers.
- Secure and track pro bono commitments made by volunteers.
- Coordinate with volunteers regarding attendance at live training seminars and access to web-based training programs.
- Provide administrative and logistical support for live training and mentoring programs offered to pro bono attorneys.
- Manage project data and provide project statistics to Project Manager for reporting and outcomes tracking.
- Help recruit, schedule, and coordinate volunteer attorneys, mentors, and law students for courthouse clinics across Maryland, prepare necessary workshop forms, documents, and paperwork, assist with on-site client intake and attorney briefing.
- Manage client pre-registration for legal advice workshops (as applicable) and speak to clients about the consultation and intake process as well as any documents they should bring to their legal consultation.
- Track volunteer involvement in training programs and legal clinics.
- Assist Project Managers with general inquiries from potential project clients.
- Assist with processing of case referrals and collection/analysis of case outcome data.

REQUIREMENTS:

- Bachelor's degree (law-related and/or public service experience preferred).
- Occasional evening and weekend availability for community events (approximately 2-3 days per month). Car necessary.
- Proficiency in Microsoft Office Suite (Word, Excel, Publisher, Access, Outlook) and Adobe.
- Solid database experience.
- Strong attention to detail and excellent organizational, record-keeping, and time management skills.
- Excellent written and verbal communication skills.
- Ability to work well with people, including other staff, judges, volunteers, clients, public interest organizations, Board members, and donors.
- Strong commitment to helping the community and ensuring equal access to justice.

TO APPLY:

Send resume, cover letter, and references to: Pro Bono Resource Center of Maryland Attn: Sydney A. Dunning, Esq.
520 W. Fayette Street, Suite 300 Baltimore, MD, 21201 | Email to: sdunning@probonomd.org or fax (410) 385-2616.