



**Maryland Volunteer Lawyers Service
1B4J Workforce Development Project
Workforce Development Project Coordinator**

Summary:

Immediate opening for a project coordinator of 1B4J Workforce Development Project. Project is funded through July 1, 2017, and employment beyond that date is dependent on securing additional grant funding.

The *OneBaltimore4Jobs* project serves individuals enrolled in job training programs at four workforce development sites in Baltimore City. MVLS is seeking a highly motivated and organized individual with excellent legal and project management skills to assist our program in delivering civil legal services to job training participants at these sites.

Founded in 1981, MVLS volunteer lawyers provide quality civil legal services to Marylanders of limited means. MVLS is the largest pro bono legal services provider in the state. Our core pro bono program serves over 3,000 Marylanders of limited means annually.

Job Responsibilities:

- Coordinate provision of civil legal services with workforce development site staff, including, screening 1B4J participants for eligibility, completing intakes, and making referrals to other legal services providers when appropriate.
- Assist with placing workforce job trainees' cases with MVLS volunteer attorneys.
- Assist in organizing *know your rights* trainings and legal clinics at the workforce development sites.
- Meet client intake and case placement goals as set by the Deputy Director.
- Conduct program outreach to workforce development nonprofits even if participants are not enrolled in 1B4J project.
- Identify non-1B4J participant needs for legal services and develop appropriate programming
- Assist in developing self-help legal materials for project participants.
- Timely enter client data in Legal Server and ensure each client's case file includes relevant documents and case notes are kept up-to-date
- Assist with tracking and reporting all project activities
- Develop referral relationships with other service providers
- Respond to legal questions posed by workforce site staff members
- Respond to legal questions posed by program trainees
- Provide ongoing case oversight for all job trainees participating in the project

- As needed, provide support to MVLS staff and volunteer lawyers working on this project.
- Other duties as assigned by the Deputy Director.

Job Skills:

- Strong legal and analytical skills
- Strong written and oral communication skills
- Strong time management and organizational skills.
- Able to work with diverse client population and volunteer lawyers
- Able to collaborate with legal partners and other community organizations and agencies
- Ability to identify and resolve problems quickly
- Ability to work independently and with a team

Professional Experience:

- J.D. from an accredited law school.
- Demonstrated commitment to public interest.
- 1-2 years of related legal experience a plus
- Strong computer skills, including Microsoft Office Suite and case management software.

Compensation:

This position is funded for one year and will end July 1, 2017, unless new funding secured. Salary commensurate with experience. Full-time exempt position. Generous benefits, including paid health insurance and retirement plan with employer match.

To Apply:

Email resume, cover letter, and writing sample to mvls@mvslaw.org with subject line: *IB4J Project Coordinator*.

PLEASE NO PHONE CALLS