



**Maryland Volunteer Lawyers Service  
Baltimore, Maryland  
Advanced Planning Project Coordinator  
(Full-time, non-exempt)**

Immediate opening for an Advanced Planning Project Coordinator at Maryland Volunteer Lawyers Service (MVLS). The Coordinator's responsibilities include working closely with MVLS staff, volunteers and community partners to promote estate planning to low-income seniors through outreach and education. The Coordinator works primarily in the community through direct outreach and contact with community-based nonprofits and faith communities. The Coordinator's responsibilities include, 1) promoting and building relationships with these communities, 2) educating them about the availability of free advanced planning legal services, 3) attending community meetings and events, 4) developing informational materials on advanced planning, and 5) conducting presentations on advanced planning at community centers and churches. This position is grant funded for two years.

The Advanced Planning Project promotes estate planning as a critical community stabilization tool throughout the state. This project, however, will focus primarily on engaging faith communities in Baltimore City. With the Deputy Director, the Coordinator will be responsible for developing an outreach plan and leading efforts to engage community-based organizations and faith communities. The Coordinator will work with a diverse set of community and faith communities to build trust and authentic partnerships to help create long-term change within targeted communities.

Founded in 1981, Maryland Volunteer Lawyers Service (MVLS) is the oldest and largest pro bono legal services organization in Maryland. The mission of MVLS is to provide quality civil legal services to Marylanders of limited means at low or no cost by matching them with volunteer lawyers for legal representation.

**Job Responsibilities:**

- Identify and develop strong relationships with faith and community leaders.
- Work with these leaders to identify and implement best strategies for their programs.
- Develop outreach materials to educate low-income communities, community-based nonprofits, and faith communities about the Advanced Planning Project.
- Build on MVLS's existing community relationships and forge new ones with nonprofits, civic groups, businesses, the faith community, block clubs and other organizations and individuals.
- Coordinate outreach efforts with program directors and communication personnel from legal services organizations.
- Plan innovative community education and engagement activities to promote project involvement in targeted communities.
- Identify new community partners for outreach efforts, develop an outreach plan to engage them, and implement the plan in coordination with MVLS' Outreach and Communications Coordinator.
- Attend MVLS outreach events and conduct educational presentations on advanced planning to promote the Advanced Planning Project.

## Qualifications

- Experience in community organizing for social change and community improvement.
- Commitment to grassroots organizing and community outreach.
- Experience with strategizing and developing community campaigns.
- A strategic thinker with the ability to identify and pursue opportunities and relationships.
- Must be comfortable as a facilitator and trainer and how to lead a meaningful discussion.
- Excellent written and oral communication skills essential.
- Able to confidently communicate with diverse audiences.
- Comfortable working with diverse populations in a variety of settings.
- Experience organizing outreach and education campaigns.
- Evening and weekend hours required.
- Must have a car and be able to drive to community events and meetings.
- Candidate does not need to have substantive estate planning knowledge, and will be trained by MVLS staff attorneys.

## Education –

- Bachelor's degree from accredited college or university
- One to three year's community organization or outreach experience
- Demonstrated commitment to underserved communities/experience with nonprofits

## Compensation –

Salary - \$45,000-\$50,000 with excellent benefits, including health insurance (with dental and vision benefits), sick leave and vacation.

## How to Apply –

Candidates should email their resume, with cover letter, and at least three professional references to [mvls@mvslaw.org](mailto:mvls@mvslaw.org). Include "Advanced Planning Project Coordinator" in the subject line.

Please no telephone calls.