



Maryland Volunteer Lawyers Service

Baltimore, Maryland

Community Outreach Coordinator – Financial Stabilization

(Full-time, non-exempt)

Maryland Volunteer Lawyers Service (MVLS), founded in 1981, is the oldest and largest volunteer legal services organization in Maryland. Maryland Volunteer Lawyers Service (MVLS) removes barriers to justice through free civil legal help, community engagement, and advocacy for equitable laws. Our vision is for a fair legal system that is free of injustice and equitably serves underrepresented Marylanders. We achieve this goal primarily through our core pro bono program and more targeted programs that serve specialized legal needs. For more program information, visit our website: www.mvlslaw.org.

MVLS's core values are teamwork, passion for MVLS's mission, commitment to clients, volunteers, and community partners, initiative and commitment to eliminate systemic barriers to justice based on race and economic disparities. MVLS is committed to fostering an inclusive culture in the workplace. Our work to end barriers to justice starts with increasing the racial diversity of our staff to better reflect the communities we serve.

The Coordinator's responsibilities include working closely with MVLS staff and community partners to increase financial stabilization primarily through estate planning in disinvested communities through outreach and education. The project has a special emphasis on addressing the wealth gap in Black communities and ensuring the ability to pass wealth to next generations. The Coordinator's role includes promoting and building relationships within the communities we serve and to communicate the availability of programs to underserved communities. This role focuses primarily on engaging faith communities, community associations, healthcare providers, community development programs, and city agencies, among others, in Baltimore City. The Coordinator works with a diverse set of community representatives to build trust and authentic partnerships to help create long-term change within targeted communities.

Job Responsibilities:

- Responsible for planning and executing targeted Baltimore City outreach to educate underserved communities and community-based nonprofits about financial stabilization through advance planning.

- Plan innovative community education and engagement activities to encourage program involvement in targeted communities.
- Regularly attend various outreach events
- Steward existing relationships and identify new communities and partners for outreach efforts.
- Develop and implement an outreach plan to engage those identified, in coordination with MVLS' Outreach and Communications Coordinator
- Work with leaders to identify and implement best strategies for their particular programs, including building the relationships with their members/constituents/clients, providing constant support, and thinking creatively about how to help them engage their community further.
- Collaborate with other community coordinators working on housing and financial stabilization across the city/state.
- Clearly communicate the importance of creating financial stabilization through advance planning in a way that empowers people to participate and makes it easy for them to engage.
- Working in collaboration with community partners and MVLS staff, identify and support efforts to address systemic barriers to estate planning and wealth building.
- Identify other tools to creatively engage the broader community more deeply with these efforts.

Qualifications

- Experience in community organizing for social change and community improvement
- Passion for grassroots organizing
- Experience with strategizing and developing outreach and education campaigns
- A desire to develop strong relationships with a diversity of people, appreciation of meeting and engaging new people on a regular basis
- Excellent listening skills – the ability to identify a wide range of needs and respond accordingly
- 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
- Evening and weekend hours required
- Candidate does not need to have substantive financial stabilization knowledge and will be trained by MVLS staff attorneys.

Education –

- One to three years of community organization and outreach experience
- Demonstrated commitment through work experience, lived experience or volunteer experience to communities, such as:

- Children, Domestic workers, Economically disadvantaged people, Immigrants and refugees, Incarcerated and formerly incarcerated people, LGBTQ people, People of color, People with disabilities, People with HIV/AIDS, Sex workers, Victims of crime and abuse, and Women and girls.

Compensation –

Salary is \$45,000 - \$55,000 with excellent benefits, including: 3 health insurance plans to choose from (MVLS fully covers the monthly premium for 2 of them), dental and vision insurance, a flexible spending plan to reimburse employees with pre-tax dollars for out of pocket medical expenses, group life insurance, accidental death and dismemberment insurance, short and long term disability coverage, a 403(b) retirement plan with a 2% match and the possibility of an additional contribution from MVLS, a monthly commuter stipend equal to the value of an MTA pass, 20 vacation days, 2 personal days, 10 sick days and 14 paid holidays per year.

Job Location -

This position is currently partially remote and partially in office due to the Covid-19 pandemic. When MVLS determines that conditions permit employees to return to the office full time, this will be an in-office position.

How to Apply –

Submit a cover letter, resume and three professional references from employers or school via email with “Community Coordinator” in the subject line to mvls@mvslaw.org by 4 weeks from when position is posted. Applicants are encouraged to address the core values stated at the top of this job posting in their cover letters.

Please, no telephone calls.

MVLS is an equal opportunity employer. MVLS does not discriminate against any applicant for employment or any employee on the basis of race, nationality, ethnicity, age, religion, disability status, sex assigned at birth, gender identity, gender presentation, sexual orientation, or immigration status.