Maryland Volunteer Lawyers Service (MVLS), founded in 1981, is the oldest and largest volunteer legal services organization in Maryland. 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’ core values are teamwork, passion for MVLS’ 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 volunteer coordinator is responsible for overseeing the recruitment, engagement, and retention of a volunteer pool of over 1,000 attorneys and tax professionals. The volunteer coordinator will develop and implement a volunteer strategy to include both direct volunteer engagement as well as supporting volunteer efforts by other MVLS staff.

Job Responsibilities:

- Develop and implement an organization wide strategy for volunteer recruitment, engagement, and retention, which includes a focus on a diverse volunteer pool
- Identify and attend volunteer recruitment opportunities and events, as well as coordinate attendance of other MVLS staff, current volunteers or Board members. Events might include, but are not limited to, bar association and tax professional association events, law school activities, and law firm and tax firm presentations to recruit volunteers
- Develop and implement volunteer stewardship activities, seeking staff and volunteer feedback, to connect with MVLS volunteers to deepen their relationship to the organization. These activities might include, but are not limited to, direct phone calls and
emails, nominating volunteers for awards, writing volunteer recognition for blog posts, attending events, etc.

- Work with stakeholders such as the judiciary, Board, law firms, bar associations, and other legal services organizations to coordinate with the larger legal community to promote pro bono.
- Serve as primary point of contact for new volunteers
- Develop new sources of potential volunteers, while retaining current volunteer relationships
- Actively strengthen partnerships with law firms through routine outreach to firm pro bono coordinators
- Coordinate conversations with staff to discuss and strategize of volunteer recruitment and retention activities and ideas
- Assess existing volunteer recruitment and engagement efforts to develop data-driven goals and metrics for strategy. Evaluate volunteer campaign and strategy results with further refinement of volunteer recruitment and retention plan
- Coordinate or assist with volunteer recognition efforts and events including MVLS’ annual volunteer recognition event, Celebrate Pro Bono
- Work with development team on stewardship efforts, as there is often overlap between the volunteer pool and donors
- Work with Deputy Director to coordinate training of volunteers
- Work with Pro Bono Director to send our regular emails to volunteers seeking case updates and pro bono hours.
- Serve as point of contact for volunteers in keeping track of their hours served and number of cases with MVLS
- Assist with relevant grant reporting and ensure integrity of volunteer campaign data in case management system
- Other duties as assigned

**Job Skills & Requirements:**

- Excellent written and oral communication
- Ability to confidently communicate with diverse audiences
- Willingness to learn and present about the legal services provided by MVLS (no legal experience or legal education is required)
- Be a team player who is able to work with staff, volunteers, and the legal community
- Strong planning, critical thinking, and problem-solving skills
- Be self-motivated and self-directed
- A strategic thinker with the ability to identify and pursue opportunities and relationships
- Ability to manage multiple tasks, projects, and priorities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Some evening and weekend hours are required.
Experience & Education:

- At least 2 years of volunteer recruitment or outreach coordination preferred
- Past project management experience is preferred
- Past experience working with a team is preferred
- Past experience working with volunteers or volunteering is preferred
- 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 $50,000-$60,000. The position also includes excellent benefits, including: two health insurance plans to choose from (MVLS fully covers the monthly premium), 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, a 401(k) retirement plan with a 3% contribution from MVLS, a monthly commuter stipend equal to the value of an MTA pass, and leave time including vacation, personal, and sick days.

Job Location –

Hybrid. This position currently requires being in the office 3 days per week. This job also requires frequent in person attendance at volunteer recruitment related events, which are primarily in central Maryland but can be throughout the state.

How to Apply

- Please email cover letter, resume, and three professional references to mvls@mvlslaw.org with the subject line “Volunteer Coordinator.” Applicants are encouraged to address the core values stated at the top of this job posting in their cover letters.
- Submissions are preferred within 4 weeks from when the application is posted.
- Incomplete applications will not be reviewed.
- No telephone calls, please.

This application was posted on March 21, 2024. MVLS generally begins scheduling interviews after the four-week application window has ended. Initial interviews with the hiring committee are scheduled for 45 minutes. For advancing candidates, a second 60-minute interview is held with the hiring committee and the Executive Director. Interview questions are provided in advance. Reference checks are made for final candidates. The interview process generally takes about four weeks. Applicants may request accommodations in the application and interview process by emailing their request to mvls@mvlslaw.org.
A COVID vaccination is required.

Don’t check off every box in the requirements listed above? Please apply anyway! Studies have shown that marginalized communities - such as women, LGBTQ+ and people of color - are less likely to apply to jobs unless they meet every single qualification. MVLS is dedicated to building an inclusive, diverse, equitable, and accessible workplace – so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to still consider submitting an application.

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.