



Job Title: Community Engagement Coordinator

Organization: The Pro Bono Project

Location: New Orleans, Louisiana

About Us: The Pro Bono Project is a nonprofit organization committed to providing free civil legal services to underserved communities in Orleans, Jefferson, St. Tammany, Washington, Plaquemines, and St. Bernard Parishes. We seek to ensure equal access to justice for all, regardless of socio-economic background.

The Pro Bono Project recruits, trains and mentors volunteer attorneys on a wide array of civil legal aid cases, the majority of which are uncontested and/or do not require complex litigation. Our clients' legal issues are not urgent in nature and do not typically produce attorney's fees, but they are very impactful on the lives of the people involved. We try our best to help people who cannot find or afford support elsewhere.

Low-income clients that meet financial and legal eligibility requirements will be matched with a staff attorney or volunteer lawyer who can provide pro bono representation on a variety of issues including successions, simple estate planning, divorce, uncontested custody, child in need of care, public benefits, Special Immigrant Juvenile Status, housing, bankruptcy and consumer matters. The pro bono mentoring method of providing technical subject matter expertise to volunteer lawyers is an efficient approach for the private bar to positively contribute to their community. The Project's panel of approximately 2,000 volunteers represents an extensive and diverse pool of legal expertise, creating the opportunity for The Project to respond to a variety of legal problems. The Project has also created programs and clinics for specialized populations in need of free legal advice and currently runs the Self-Help Desk at Orleans Civil District Court, where pro se litigants come to seek legal information and assistance with filing petitions in civil matters.

We believe in the power of community engagement and volunteerism to create positive change and empower individuals to navigate the legal system with confidence.

Position Overview: We are seeking a passionate, accessible, and driven Community Engagement Coordinator to join our team. The ideal candidate will play a pivotal role in recruiting and engaging volunteers, fostering community partnerships, and raising awareness of our organization's mission.

Key Responsibilities:

1. Volunteer Recruitment and Engagement:

- Develop and implement strategies to recruit volunteers from diverse backgrounds, including legal professionals, law students, and community members.
- Coordinate volunteer orientations, Continuing Legal Education programs, individual and group trainings, and ongoing support to ensure volunteers are equipped with the necessary skills and knowledge to effectively assist clients.
- Coordinate with the Managing Attorney of Legal Services to pair volunteers with cases that match the volunteer's stated interests, schedule, and experience.

- Maintain volunteer databases, track volunteer hours, and recognize volunteers for their contributions.
- Coordinating and recruiting volunteers for annual events, specifically The Pro Bono Project's annual Volunteer Appreciation event and CLE program and our annual fundraiser, the Justice For All Ball (JFAB).

2. Community Outreach and Engagement:

- Cultivate and maintain relationships with community organizations, educational institutions, and other stakeholders to expand our network and reach.
- Organize and participate in community events, workshops, and presentations to raise awareness of our services and legal rights.
- Collaborate with local media outlets to disseminate information about our organization's initiatives and impact.

3. Program Development and Evaluation:

- Collaborate with staff to develop and implement outreach initiatives and programs tailored to the needs of our target communities. Examples include developing and giving "Know Your Rights" presentations, tabling at local events and gathering places, and creating and distributing virtual materials as well as tangible items like flyers, pamphlets, and promotional materials.
- Collect and analyze data on volunteer recruitment, community engagement, and program effectiveness to inform strategic decision-making and continuous improvement efforts.
- Provide data on The Pro Bono Project's impact and on the stated needs of the community to the Executive Director to support fundraising and grant writing efforts.

4. Social Media and Administrative Functions:

- Manage The Pro Bono Project's social media presence, craft engaging and informational content, and implement strategies to increase awareness of our services and mission.
- Support fundraising and grant-writing efforts by providing data and insights related to volunteer engagement and community outreach activities.
- Assist with administrative tasks related to volunteer management, including scheduling, communication, and documentation.

Qualifications:

- Bachelor's degree required. Experience working in a legal aid environment preferred. Degree in a relevant field (e.g., nonprofit management, social work, pre-law, communications) preferred.
- Prior experience in a law firm or legal aid nonprofit, volunteer recruitment, community outreach, and/or related fields preferred.

- Excellent communication and interpersonal skills, with the ability to engage and inspire diverse audiences.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.
- Knowledge of the New Orleans community and/or experience working with underserved populations preferred.
- Commitment to social justice and the mission of our organization.
- Valid driver's license with reliable transportation and automobile insurance. This position requires regular out of the office work and travel to various locations around the service region.

Benefits: This is a salaried, full-time position based in New Orleans, Louisiana. The salary for this position is commensurate with similarly-situated nonprofit legal service organizations, based on experience and qualifications. The location is hybrid, with the expectation of occasional travel between the New Orleans and Covington offices, 3 days in the office, and 2 days working remotely per week. Excellent benefits include health insurance, a defined contribution retirement plan, and generous vacation, holiday and medical leave policies.

How to Apply: Please submit a resume, cover letter, and list of three professional references to Executive Director C.C. Kahr via email at cckahr@probono-no.org. In your cover letter, please explain your interest in the position and how your qualifications align with the job description.

Application Deadline: Rolling until position is filled.

The Pro Bono Project is an equal opportunity employer and encourages individuals from diverse backgrounds to apply. We value diversity and inclusion in our workplace and are committed to creating a supportive and inclusive environment for all employees.