



PROVIDING ACCESS TO JUSTICE
FOR ORANGE COUNTY'S LOW INCOME RESIDENTS

JOB ANNOUNCEMENT

Position	Part-Time Pro Bono Coordinator
Organization Description	<p>The Public Law Center (PLC) is seeking an energetic, passionate advocate to join our team in fighting for justice for low-income residents and self-represented litigants in Orange County through innovative, collaborative, community-centered lawyering to address inequities and pursue economic justice.</p> <p>PLC works closely with volunteer attorneys, paralegals, law students, and others who donate their time and resources to provide free assistance for PLC's clients. PLC staff work closely with volunteers to provide technical support, training and other resources. The pro bono coordinator will work with the Pro Bono Director and PLC program staff to support the planning, delivery, and evaluation of PLC's pro bono program.</p>
Qualifications	<ul style="list-style-type: none"> • Active membership in the California State Bar/Bar Membership pending or eligibility to practice under State Bar Multijurisdictional Practice Program preferred but not required • Bilingual English/Spanish or English/Vietnamese a plus. • 0-5 years' experience, with experience working in a legal services organization preferred. • Experience with social media platforms to engage volunteers a plus • Excellent written communication skills. • Strong public speaking skills and ability to communicate with a variety of audiences, including community members, volunteer attorneys, court staff, and judges. • Ability to manage multiple tasks, and work independently and as part of a team. • Must have own transportation, valid CA Drivers license, insurance and good driving record; travel throughout Orange and neighboring counties may be necessary. • Must be fully vaccinated against COVID-19 or have a valid medical reason for not being fully vaccinated or a sincerely held religious belief preventing vaccination
Duties and Responsibilities	<ul style="list-style-type: none"> • Work closely with PLC's Pro Bono Director to learn and assist with the diverse legal needs of underserved and vulnerable communities in Orange County • Screen and coordinate pro bono volunteers, working closely with PLC attorneys and staff who will be supervising • Maintain volunteer records in existing database, including updates, hours, and other information needed for grant reports and funding opportunities • Assist with planning, coordination, and implementation of clinics and continuing education trainings that include volunteers • Represent PLC at legal networking and community outreach events. • Part time position (30 hours/week) with occasional evening and weekend work required. • Other duties as assigned
Salary & Benefits	<ul style="list-style-type: none"> • Compensation dependent on experience; range of \$49,000 to \$58,000 • Competitive benefits provided
	<p>Please submit resume, cover letter and writing sample (10 pages or less) to Grace Landa at: glanda@publiclawcenter.org. Please no phone calls. APPLICATION DEADLINE: Open until filled The Public Law Center is an Equal Opportunity Employer.</p>