

JOB ANNOUNCEMENT

Position	Special Project Coordinator (One-Year Contract)
Organization Description	<p>The Public Law Center (PLC) seeks an energetic, passionate Project Coordinator to join our team in fighting for justice for low-income and self-represented litigants in Orange County through innovative, collaborative, community-centered lawyering to address inequities and support access to justice.</p> <p>PLC is a non-profit, pro bono law firm that provides free, high quality legal services to low-income residents, nonprofit organizations, and small businesses in Orange County. Our areas of legal expertise include Consumer Law, Family Law, Immigration Law, Housing Law, Veterans Benefits, and Health Law.</p> <p>The Project Coordinator will coordinate and manage the implementation of new projects, including a project to assist low-income residents of Irvine with civil legal needs.</p>
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree or equivalent required. • Bilingual English/Spanish or English/Russian helpful, but not required • Must have strong organizational skills, including ability to manage multiple tasks, work independently, and work collaboratively as part of a team. • Must have demonstrated commitment to working with low-income communities and/or other vulnerable communities, such as immigrants. • Must have strong computer literacy in Microsoft Word and Excel, and the ability to learn other software programs. • Must have strong oral/written communications skills and the ability to communicate with a variety of audiences, including clients, community partners, and volunteer attorneys. • Must have own transportation, valid CA driver's license, car insurance and good driving record; travel throughout Orange County will be necessary; travel to neighboring counties may be necessary.
Duties and Responsibilities	<ul style="list-style-type: none"> • Coordinate the provision of legal services to low-income clients and manage collaboration with our community partners in special projects, such as the Irvine project • Recruit, coordinate, and supervise non-attorney volunteers through training, technical support, and general supervision • Assist with the coordination and delivery of community partner and client training sessions • Assist with the intake of potential clients and conducting client surveys as needed • Assist with grant management, including collection of data, reporting, and collaboration with community partners • Represent PLC at collaborative and community outreach events and meetings • Full-time, contract position (40 hrs/week), with occasional evening/weekend work required
Salary & Benefits	<ul style="list-style-type: none"> • Compensation dependent on experience; range of \$22.00 to \$24.00 per hour (full-time), one-year contract (with possibility of renewal). • Competitive benefits provided.
	<p>Please submit resume and cover letter 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>