



September 15, 2017

PART-TIME PRO BONO COORDINATOR POSITION

Greater Boston Legal Services is seeking a Part-time Pro Bono Coordinator responsible for ensuring that GBLS clients receive uniform, high quality advocacy through the participation of the private bar in the provision of services. In addition, the Coordinator will cultivate linkages and coordinate outreach to the professional community to allow GBLS to increase visibility, leverage resources, develop relationships, and enhance services to clients and to engage the community and the private bar in ways that expand GBLS' capacity to serve people living in poverty.

The Pro Bono Coordinator will be responsible for working with various software and project management systems. Specific responsibilities will include:

Developing and monitoring GBLS' pro bono projects; assisting in the development and presentation of substantive law trainings and training materials to private bar attorneys; overseeing and maintaining pro bono attorney relationships and monitor case status; triage questions and issues with individual cases, and seek technical assistance from GBLS attorneys where needed; supporting pro bono relationships between law firms, companies, members of the private bar, and GBLS; creating and maintaining a pro bono panel for case referrals and manage cases referred to pro bono attorneys; providing oversight and ensure provision of quality services; mentoring volunteers and staff to cultivate a culture of excellence and ensure effectiveness of services delivered; actively participating in GBLS' development and communications activities as relevant to pro bono relationships and activities, including producing reports and responding to inquiries; overseeing pro bono interests in the maintenance of GBLS' new case management system and the donor database; and performing related duties as required.

The candidate must have a Bachelor's Degree with at least 5 years of experience in managing various projects and systems; excellent writing, organizational and presentation skills; ability to coach and build leadership among volunteers; ability to effectively communicate the mission of civil legal aid; manage multiple responsibilities; experience in communications and/or development; proficiency in database management; and a demonstrated commitment to understanding and addressing issues of low-income constituents.

GBLS is an AA/EO/Handicapped-accessible employer, committed to diversity in the workforce and regards differences as assets. Candidates should submit cover letter, and resume to: Sonia Marquez, Director of Human Resources, at Greater Boston Legal Services, 197 Friend Street, Boston, MA 02114 or submit electronically to jobs@gbls.org. Please refer to Job Code: ADM-PBC when applying for this position. Application deadline is **September 28, 2017** or until position is filled.