

WOMEN'S LAW CENTER of Maryland, Inc.
Job Opening

Job Title: Legal Programs Coordinator

Status: PT – 25-30 hours per week, with possibility of full time in the future depending on funding

Salary: \$27,500 (25 hours) - \$44,000 (40 hours) depending on hours worked, plus excellent benefits, including unlimited PTO, paid family leave, simple IRA, parking, and more, all prorated

Office climate: Flexible, business casual dress, committed to excellence and service to others.

Organizational Description:

The Women's Law Center of Maryland, Inc. is a statewide non-profit legal services organization, dedicated to ensuring the physical safety, economic security, and bodily autonomy of women in Maryland. We work towards our goal by increasing access to justice in our legal system through multiple legal projects. Our direct legal services projects provide free attorneys in family law matters, protective order hearings, and immigration proceedings for survivors of intimate partner violence; our hotlines assist callers across the state in family and employment law matters; and our advocacy work covers the expanse of our mission through legislative and judicial selections advocacy. To learn more, visit our web site at www.wlcmd.org

Position Description:

Situated in our administrative office in Towson, MD, the Legal Coordinator plays a key role in achieving our mission, assisting with our legal projects and our advocacy work, such as legislative session support, judicial selections, case placements, and coordinating volunteers and staff. We have a remote work policy after a probationary period.

Duties and Responsibilities Include:

- 1) Screen callers and conduct initial intakes of contested custody cases for eligibility in the Judicare Project; gather required project documentation; track client information and case status in various databases.
 - a) Maintain files for the Judicare Project, including online and on Legal Server.
 - b) Provide on-going client contact for Judicare Project.
 - c) Coordinate contacts between volunteer attorneys and Judicare clients.
 - d) Track client hearing dates using the online court database CaseSearch and prioritize clients based on dates and need as the project allows
- 2) Schedule and coordinate interviews with high-ranking legal professionals who are applying to become judges or transfer to a judicial vacancy on another court.
- 3) Manage a detailed database during the annual legislative session by identifying bills relevant to the WLC's mission, tracking the status of bills as they move through the legislative process, updating the database, and apprising other staff of critical changes, hearing dates, and votes.

- 4) Conduct data entry as necessary for legal projects using Legal Server case management software.
- 5) Coordinate and schedule attorneys on legal hotlines, as well as other project staff, volunteers and interns.
- 6) As part of WLC team, provide occasional staffing for events.
- 7) Participate in project and membership development, attend and participate, as time permits, in committees, task forces, and policy-making bodies concerned with domestic violence.
- 8) Other duties as assigned.

Requirements:

- Previous experience performing related tasks in an office environment required. Non-profit experience preferred.
- Must be proficient using Microsoft Windows, Microsoft Office Suite (Word, Excel, Outlook), the Internet, web-based applications, and have aptitude and interest in expanding computer knowledge; must have good typing skills. Experience using Legal Server a plus, but not required.
- Must have good judgment, empathy, and strong customer service skills. Trauma-informed training is preferred or will be provided.
- Must have the ability to juggle multiple projects and demands at once, and to prioritize the needs of those projects and tasks.
- Must be detail oriented, accurate, thorough, and well organized.
- Must have strong skills in written and oral communication, including courteous and clear telephone communication skills. Must speak English fluently.
- Must be flexible and a team player -- someone who will enthusiastically pitch in to get a job done.
- Must project positive and professional image and complete tasks promptly and thoroughly without close supervision.
- Experience working with the public required; experience working with individuals in crisis or who have experienced trauma in the past preferred.
- College degree or equivalent professional experience required; prior legal experience and Spanish skills preferred.

In order to be considered you must send a cover letter, resume, and three references via e-mail to:

Laure Ruth, Legal Director
Women's Law Center of Maryland, Inc.
lruth@wlcmd.org

Position open until filled.

Updated 6/22.