



Founded 1965

CENTER FOR ARKANSAS LEGAL SERVICES

JOB ANNOUNCEMENT

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PRO BONO COORDINATOR – LITTLE ROCK OFFICE (Part-time Job Position)

The Center for Arkansas Legal Services seeks a part-time assistant Pro Bono Coordinator for its Little Rock office. The coordinator is responsible for volunteer attorney recruitment in 6 counties and the referral of low income clients to volunteer attorneys who agree to provide free legal help in civil cases. Other duties include interviewing clients to be referred; tracking the progress of cases; assisting with pro bono clinics; doing outreach presentations and other related responsibilities.

The position requires good salesmanship and organizational skills, flexibility and the ability to handle diverse assignments. Need a creative, self-starter, a leader and a team player. Desired characteristics include good oral and written communication skills, experience working with volunteers; and strong computer skills. Some travel required. Applicants must have a commitment to working with low income clients.

Bachelor's degree preferred. This part-time position (20 hours per week) pays \$16 per hour based on qualifications and experience.

Applicants must submit a completed Center application, resume, cover letter, and three job references to jcarter@arkansaslegalservices.org or to Center for Arkansas Legal Services, 1300 W. 6th St., Little Rock, AR 72201, 501-376-3423, 800-950-5817. Job application is available online at www.arlegalservices.org. Minorities, persons of all ages, women and persons with disabilities are encouraged to apply. Position is open until filled.

The Center for Arkansas Legal Services is a nonprofit organization, which provides free legal assistance to low-income clients in 44 Arkansas counties.