



Founded 1965

CENTER FOR ARKANSAS LEGAL SERVICES

JOB ANNOUNCEMENT

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PRO BONO COORDINATOR

(Position available Little Rock)

The Center for Arkansas Legal Services (CALs) is seeking a full-time Pro Bono Coordinator to oversee its volunteer program, including the recruitment, retention, and mentorship of volunteers, management of legal clinics, placement of cases, and recognition of the impact our volunteers have within our community. Responsibilities also include coordination of new pro bono initiatives.

General Responsibilities

- Develop pro bono relationships with law firms, corporations, and educational institutions, including meeting regularly with pro bono liaisons and contacts to coordinate recruitment of volunteer attorneys, paralegals, and interpreters.
- Collaborate with our program staff to place cases and organize training, mentorship, and recognition events.
- Coordinate work of volunteers, including responding to volunteer inquiries/requests and maintaining regular contact with volunteers regarding the status of their cases.
- Collect and analyze volunteer data and assist in developing marketing materials.
- Organize and attend community legal clinics, outreach events, and legal workshops and clinics.
- Coordinate new pro bono initiatives, as needed, including the design, implementation, and evaluation of initiatives and development of collaborations with community and pro bono allies.

Knowledge, Skills, & Abilities

- Outgoing and capable of working well with the public
- Ability to prioritize and multi-task
- Strong organizational skills and attention to detail
- Demonstrated success in following through and completing routine tasks
- Proficient computer, social media, and email marketing skills
- Excellent listening and communication skills
- Commitment to serving low-income and under-served communities
- Position requires participation in occasional weekend and evening events and clinics

Competitive salary based on qualifications and experience. Benefits include health and dental insurance, 403(b) and cafeteria plan. Applicants must submit a completed Center application, resume, cover letter, three job references to jobs@arkansaslegalservices.org or the Center for Arkansas Legal Services, 1300 W. 6th St., Little Rock, AR 72201 501-376-3423, 800-950-5817. Job application is available upon request at jobs@arkansaslegalservices.org. Positions are open until filled.

CALS is a nonprofit organization, which provides free legal assistance to low-income and elderly individuals in 44 Arkansas counties with offices in Little Rock, El Dorado, Fort Smith, Hot Springs, Pine Bluff and Russellville. CALS is an Equal Opportunity Employer.

*Main Office: 1300 W. 6th St. / Little Rock, Arkansas 72201
Phone: 501-376-3423/ Fax: 501-376-3664 / Toll Free: 800-950-5817*