



### **Pro Bono Coordinator**

Legal Aid of Arkansas, Inc., a non-profit law firm providing free civil legal services to the low-income and elderly residents in 31 counties in North and East Arkansas, seeks a Pro Bono coordinator. The pro bono coordinator will assist low-income clients with civil legal matters through volunteer recruitment, coordination, and case referrals. The position will be housed in a Legal Aid office in Harrison, Jonesboro, Newport, Springdale, or West Memphis.

The Coordinator will be responsible for placing pro bono matters, coordinating volunteer recruitment, orienting new volunteers, overseeing and developing volunteer recognition, tracking cases, resolving complaints, conducting outreach, maintaining community relations, performing administrative tasks, and developing partnership opportunities with law firms, corporations, law schools, colleges, bar associations, and other organizations. The Coordinator will work closely with substantive work group leaders and other staff members to manage Legal Aid's relationships with private attorneys throughout our 31 county service area.

#### **Skills required:**

- Strong planning, problem-solving and organizing skills.
- Effective oral and written communicative abilities.
- Positive interpersonal skills to deal with employees, volunteers from the private bar, and low-income clients.

#### **Qualifications:**

- Paralegal degree or equivalent experience, or Bachelor Degree or JD.
- Shall possess the ability to work well with low-income persons.

The position may be full or part-time, depending on program needs and candidate qualifications. Compensation will start at \$13.33 per hour plus, DOE. Excellent benefits for full-time employees. Please submit a resume to Lee Richardson, Executive Director, at [lrichardson@arlegalaid.org](mailto:lrichardson@arlegalaid.org). Legal Aid is an Equal Opportunity Employer.