

## POSITION DESCRIPTION

Job Title: Program Coordinator, Federal Programs & Strategic Initiatives	Reports To: Assoc. Director, Federal Programs & Strategic Initiatives
Department: Federal Programs and Strategic Initiatives	Fair Labor Standards Act (FLSA): Non-Exempt

### **Position Overview**

The purpose of this position is to support the efforts of the Director and Senior Manager of Federal Programs and Strategic Initiatives. This position provides administrative, programmatic and communications support for the Equal Justice Works AmeriCorps programs.

### **Specific Responsibilities**

- Administers enrollment and exit processes for hundreds of law students in the AmeriCorps JD program. Coordinates a variety of activities to ensure compliance with the National Service Criminal History check for applicants and works with students, host sites, and vendors to ensure required documents are obtained, checked, and filed appropriately.
- Provides a variety of support for the VISTA program including enrollment of fellows and organizers in various database systems, drafting correspondence, collecting and reviewing time and attendance information, and assisting the Program Manager with entering information in the system for payroll.
- Maintains and updates host site, fellow, and AmeriCorps JD student information in the Equal Justice Works databases and other systems and assists Program Managers with oversight of nonprofit host sites.
- Assists with financial coding of reimbursements, check requests, and invoices from vendors. Provides administrative support to program staff, including managing host site, fellow, and AmeriCorps JD student contacts in organizational database, coordinating conference calls, helping to plan and coordinate staff travel, expense reimbursements, the creation and presentation of webinars, and other assistance as needed.
- Keeps information on website up-to-date. Responds promptly to inquiries from Fellows,

host site staff, law student members, and other Equal Justice Works staff on issues related to finances, rules, and compliance. Assists with outreach and recruitment campaigns to attract candidates for law student service opportunities.

- Schedules ongoing calls and/or webinars with host sites, fellows, or AmeriCorps JD students. Develops presentations for Webinars and host sites and presents materials as requested. Develops notes from webinar and conference calls, edits as needed, and distributes.
- Coordinates activities associated with the annual Equal Justice Works Leadership Development Training including coordinating workshops, scheduling travel, processing check requests, coordinating fellow registration, and other critical activities.
- Identifies areas for program improvements and assists the Program Manager with implementing ideas that increase programmatic compliance and efficiencies.
- Develops promotional materials as needed and in collaboration with Program Managers to recruit additional host sites, fellows, and JD students.
- Monitors email inboxes and responds promptly to inquiries related to finances or compliance. Tracks inquiries and response for entire team.
- Other Duties as assigned by Unit Leadership.

### **Direct Reports**

- None

### **Education and Experience Required**

- Bachelor's degree with two years of related work experience.
- Experience working on federally funded grant projects, nonprofit or legal aid experience is a plus.

### **Physical Requirements**

- Lifting responsibilities of up to 20 pounds.

### **Location**

- Daily activities are conducted in a typical office environment.

### **Skills**

- Proficient in Microsoft Office (word, Excel, Power Point). Outstanding written and oral communication skills.

***NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the Federal Programs and Strategic Initiatives Unit and the organization.***