

POSITION DESCRIPTION

Release Date: May 19, 2015

Position: Program Coordinator, Federal Programs & Strategic Initiatives

About Equal Justice Works: The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice. We provide a continuum of opportunity that begins with incoming law school students and extends into later careers in the profession. From advocating for law school programs that instill public service values among students, to creating summer and postgraduate public interest jobs, to addressing the staggering educational debt that blocks lawyers from going into public service, Equal Justice Works inspires and provides opportunities for the legal community to change lives, make careers, and deliver on the promise of justice for all. Visit our website for more information: www.equaljusticeworks.org.

General Job Description: The Program Coordinator, Federal Programs & Strategic Initiatives reports to the Associate Director of Federal Programs and will support the Associate Director's in providing administrative, programmatic and communications support for the Equal Justice Works AmeriCorps programs.

- 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, Egrants, and other data management systems and under the direction of the Program Managers, assist with oversight of nonprofit host sites and partner organizations.

- 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 and other training activities including scheduling travel, processing check requests, coordinating registration, processing reimbursements, and other critical activities.
- 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

Qualifications:

- Bachelor's degree with two years of related work experience.
- Experience working on federally and state funded grant projects or with national service (AmeriCorps) programs.
- Innate attention to detail, plus ability to multi-task and get results in a complex and dynamic working environment
- Experience entering large quantities of data on a routine basis in an electronic database such as Egrants, ADP, Concur, or other web-based information system.
- Excellent customer service and problem solving skills

**Salary and
Benefits:**

Salary for the Program Coordinator, Federal Programs & Strategic Initiatives is commensurate with experience. Equal Justice Works offers a comprehensive and generous benefits package. Please send your completed application, which should include a letter of interest, CV/resume, and writing sample. Applications should be submitted to humanresources@equaljusticeworks.org. No phone calls will be accepted.

EQUAL JUSTICE WORKS is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, personal appearance, sexual orientation, family responsibilities, physical or mental handicap, matriculation, or political affiliation.