

Job Title: Pro Bono Coordinator (Paralegal)

Location: Boulder, CO

Classification: Non-Exempt (Full-Time)

Reports To: Managing Attorney

Salary Range: \$38,494 - \$63,298 (Commensurate based on experience)

ORGANIZATION OVERVIEW:

Colorado Legal Services (CLS) is Colorado's statewide nonprofit legal aid program, with thirteen offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas, including family law, eviction defense, consumer protection, services to survivors of serious crime and human trafficking, and many others.

CLS has strengthened lives, assisted families, and supported communities -- one person at a time for over 90 years. We are committed to providing high-quality, free legal advice and representation to eligible individuals throughout Colorado. We have a long history of successful high impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

POSITION SUMMARY

This position works under the supervision of the Managing Attorney and collaborates with a dedicated team of staff to support our Private Attorney Involvement program and non-attorney volunteers. The Pro Bono Coordinator plays a critical role in providing civil legal resources to our clients through volunteer pro bono attorneys and our contract panel of private attorneys. The position is responsible for providing logistical and organizational support for our Pro Se Family Law Clinic, as well as overseeing the work of our non-attorney volunteers.

Additionally, the Pro Bono Coordinator assists the Managing Attorney with grant applications and grant reporting for our various funding sources. With a focus on community engagement and support, this position plays an important role in ensuring that our clients have access to the legal resources they need.

ESSENTIAL DUTIES:

- Implements and maintains a volunteer attorney program at BCLS
 - Recruiting and retaining volunteer attorneys and other professionals
 - Maintaining an attorney client referral database
 - Conducting education, training, technical assistance, and quality control procedures for volunteer attorneys and other professionals who accept referrals of low-income clients for pro bono representation
- Review all bills submitted to BCLS from contract attorneys for accuracy and submitting bills for payment in a timely manner

- Organizes and executes appreciation events for professionals involved in our Private Attorney Involvement program
- Tracks and reconciles the annual pro bono hours and 100% firm participation
- Coordinates the recruitment and selection of non-attorney volunteers
- Coordinates the training, assessment, review, and evaluation of volunteers consistent with program needs
- May participate in new applicant appointments (“Intakes”) and help administer them effectively.
- Participates in case review and works with the office team to make a final disposition for each client.
- Investigates and resolves complaints from clients, attorneys, judges, court personnel, and the public about CLS, referrals, and ongoing cases.
- Coordinates the effective administration of the Pro Se Program, including arranging for attorney volunteers to staff the program, monitoring the progress of Pro Se Program participants, and arranging for follow-up contact and case closure.
- Administer 9 local grants and seeking new funding sources through grant writing, report writing, and funder interaction.
- Ensure appropriate data collection for outcome measurement and grant reporting.
- Oversee the tracking of office donations.
- Act as a community liaison, maintaining contact with local human service agencies and low-income client groups.
- Work cooperatively with local bar association and other low-income organizations to develop strategies for assisting clients and expanding program capacity.
- Represent the program in agency and community meetings and making presentations regarding CLS services and funding needs.
- Attends office meetings, program training sessions, and other trainings and meetings as required to maintain working knowledge of the program’s policies and procedures, as well as the computer system hardware and software requirements and capabilities.
- Works together with other staff as a team to ensure that the clients and the community are provided with the highest quality of services possible and to always exhibit competence and professional.
- Provides miscellaneous assistance as necessary for the effective administration of the office.

REQUIRED QUALIFICATIONS:

- Strong communication and organizational skills
- Comfort with public speaking to community groups and attorney offices
- Previous experience working with volunteers or attorneys
- Demonstrated time-management skills



- Ability to reprioritize as needs shift
- Basic proficiency in Office 365 and computer database skills
- Passion for working on behalf of low-income and other vulnerable people.

PREFERED QUALIFICATIONS:

- A bachelor's degree is preferred
- Proficient in Spanish is preferred

COMPENSATION AND BENEFITS:

We offer a generous benefits plan that includes 100% employee paid health insurance, Vision Service Plan – vision insurance, and Delta Dental insurance, life insurance, long-term disability insurance, (EAP) Employee Assistance Program, Dependent Care and Medical Flexible spending accounts, and 403(b) retirement account. Additionally, CLS offers a \$350.00 monthly stipend (to be used as you chose), generous Paid Time-off and 11.5 paid holidays per year. CLS values its employee's commitment to working hard work for the population we serve and recognizes the importance of work/life balance; therefore, we offer flexible work schedules, hybrid work arrangements, promotes and fosters a diverse, inclusive, equitable and psychological safe work environment; striving to be a "Best Place to Work" in Colorado.

HOW TO APPLY:

Please email a copy of your resume and cover letter to hire@colegalserv.org. Please include "Pro Bono Coordinator (Paralegal) – Boulder Office" in the subject line.

Note: Please mention how you heard about the job announcement in your email.

NO PHONE CALLS OR RECRUITING FIRMS PLEASE!

OUR COMMITMENT TO DIVERSITY EQUITY INCLUSIITY AND BELONGING:

CLS embraces diversity, equity, inclusion, and belonging as an Equal Opportunity Employer in a serious way. We are committed to building and retaining a workforce that respects and seeks to empower each individual and represents a variety of diverse cultures, perspectives, skills, and experiences within our workforce. We encourage all qualified candidates to apply for this position.