



Ending the cycle of violence for survivors and children through pro bono legal aid

**PROGRAM COORDINATOR & LEGAL ASSISTANT
CHILD ADVOCACY PROGRAM
POSITION ANNOUNCEMENT**

Volunteer Legal Advocates (formerly DC Volunteer Lawyers Project) is breaking the cycle of violence for survivors and children through pro bono legal aid. We recruit, train, and support a dedicated network of volunteer attorneys who provide free legal representation to survivors of domestic violence, immigrant survivors of gender-based violence, and vulnerable children in dangerous situations. With hands-on staff support, our volunteers handle protection orders, custody, and immigration cases, serve as court-appointed attorneys for children, and staff walk-in clinics that offer legal guidance, safety planning, and referrals to essential resources. Our innovative model expands access to justice for thousands of clients at no cost to them. Learn more at VolunteerLegalAdvocates.org.

Reporting to the Legal Director, the Program Coordinator is a key member of the Child Advocacy Program. This role is responsible for coordinating volunteer attorney case assignments, supporting attorneys representing clients, and participating in volunteer trainings. This dynamic role is a unique opportunity to expand access to justice for underserved, low-income individuals in our community.

Anticipated Start Date: Wednesday, June 24, 2026

WHY YOU WANT THIS JOB:

- You believe that a life free from violence and abuse is a basic human right.
- You have a demonstrated commitment to working with vulnerable populations.
- You are able to work virtually, but you understand that onsite attendance in our D.C. office may be required as is necessary to carry out your duties; and onsite participation in community clinics will be required.

WHAT THIS JOB WILL ENTAIL:

1. Support the smooth and efficient operation of the Child Advocacy Program by processing referrals, coordinating case assignments to volunteer lawyers, and supporting attorneys representing clients.
2. Coordinate connections to non-legal supports for child clients and their caregivers including researching and providing information about relevant resources and directly coordinating referrals to partner organizations.
3. Interview prospective volunteer attorneys, maintain updated information about existing volunteers, and contribute to volunteer engagement and retention efforts.
4. Participate in outreach and trainings to broaden the reach of Volunteer Legal Advocates.
5. Coordinate data collection for Child Advocacy Program areas.

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- a. Complete ongoing data entry to ensure grant compliance and then analyze client and case data to comply with government and private grant reporting requirements, thoughtfully making connections between data being entered and grant reporting requirements.
6. Coordinate with grants team and contribute information for timely submission of grant reports.

OTHER DUTIES AND RESPONSIBILITIES:

Other relevant duties as assigned. This description is not an attempt to list all essential functions of this position as it is recognized that job duties may change over time, based on the needs of Volunteer Legal Advocates. You can work virtually but understand that onsite attendance in our D.C. office and community locations is required.

MINIMUM QUALIFICATIONS:

- You have a college degree or equivalent experience.
- You are proficient in MS Word and MS Excel and database entry; experience with Legal Server or other case management databases would be a plus.
- Superlative interpersonal skills and ability to develop good working relationships with clients, staff, volunteers, and members of local legal services and community coalitions.

SALARY & BENEFITS:

Volunteer Legal Advocates has a positive and supportive work environment with an intentional focus on recruiting, nurturing, and retaining a talented and diverse staff. We prioritize a healthy work-life balance. The salary range for this position is \$60,000. Employees receive 90% employer-paid health and dental insurance and vision insurance is also available. Volunteer Legal Advocates sponsors a 403(b) retirement plan with a 4% employer contribution. Volunteer Legal Advocates also provides a tax-free stipend of \$75 each month for personal cell phone and Wi-Fi expenses. Employees receive generous paid time off every year, including three weeks of vacation, three weeks of wellness leave, and 13 holidays. We offer a generous family leave policy for parents following the birth or adoption of a child or placement of a foster child. Volunteer Legal Advocates employees are also eligible to participate in the federal government's Public Service Loan Forgiveness (PSLF) program. For more information, see <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>. Please note that eligibility in PSLF cannot be guaranteed as the program is subject to change based on government policies.

PHYSICAL REQUIREMENTS OF THE JOB:

In addition to the functional skills in this job posting, the following physical abilities are representative of physical demands and environment essential to this position:

- Regular attendance at Volunteer Legal Advocates' D.C. office and community locations.
- Ability to travel to community locations.
- The work environment has moderate noise (i.e., computers, phones, printers, and light traffic).

TO APPLY:

Volunteer Legal Advocates has a non-discrimination policy and encourages all interested and qualified applicants to apply regardless of race, gender, sexual orientation, religion, age, disability, or other status protected by applicable law. Interested applicants should send a letter of intent and a resume to Sara Tennen at jobs@volunteerlegaladvocates.org.