



OPERATIONS AND HUMAN RESOURCES COORDINATOR 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 Director of Operations, the Operations & Human Resources Coordinator is a key member of the Operations Team. The Operations & Human Resources Coordinator is responsible for human resources administration, office management, IT support, and other operational functions. This dynamic role is a unique opportunity to break the cycle of violence and expand access to justice for underserved, low-income children & families in our community.

WHY YOU WANT THIS JOB:

- You believe that a life free from violence and abuse is a basic human right.
- A career in nonprofit management is intriguing.
- You are detail-oriented, highly organized, and resourceful.
- You are technologically savvy and enjoy solving problems and building systems.
- You know how to combine accuracy with efficiency and like taking on a variety of tasks.
- You are self-motivated, take pride in your work, and have excellent verbal and written communication skills.
- You are able to work virtually, but you understand that onsite attendance in our DC and Maryland offices will be required as needed.

WHAT THIS JOB WILL ENTAIL:

- Serve as the point person for Human Resources across the organization, coordinating the employee lifecycle from recruitment through offboarding.
- Support our organizational culture and commitment to ongoing learning by facilitating the logistics of professional development trainings and all staff days.
- Manage the physical office space, including ordering office supplies and sorting mail.
- Assist with managing office technology and equipment and providing support for IT-related questions.
- Process and handle related reporting for various financial transactions including, but not limited to, deposits, reimbursements, and support for financial audit preparation.
- Provide minimal executive assistant support to the Executive Director.

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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 Volunteer Legal Advocates' needs. You are able to work virtually, but you understand that onsite attendance in our D.C. office, court, and community locations will be required.

MINIMUM QUALIFICATIONS:

- Minimum of one to three (1-3) years of relevant work experience.
- You are proficient in MS Office, Google Workspace, Adobe Acrobat Pro, and database entry.

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-\$66,500. 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>.

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' offices in DC and Montgomery County, Maryland.
- The work environment has moderate noise (i.e., business office with computers, phone, 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.