

Program Associate, Pro Bono Justice (San Francisco)

APPLICATIONS DUE May 13, 2019

OneJustice is an innovative and award-winning nonprofit that brings life-changing legal help to those in need by transforming the civil legal aid system. OneJustice works statewide to build the capacity of all components of California's civil legal aid system to meet the legal needs of local communities and to ensure the availability of services statewide. The organization has three core program areas: (1) Healthy Nonprofits, which ensures legal services organizations have the business and management skills needed to survive and thrive; (2) Pro Bono Justice, which expands legal services for Californians in need by developing and staffing innovative and effective pro bono projects with law schools, firms, and businesses around the state; and (3) Californians for Legal Aid, which advocates for California legal services nonprofits on federal public policy and funding issues. More information about OneJustice is available at www.OneJustice.org.

Position Description:

The Pro Bono Justice (PBJ) Program Associate plays a crucial role in ensuring the successful implementation of mobile legal clinics that expand the reach of life-changing legal services for underserved and isolated communities around the state. OneJustice's pro bono legal clinics serve over 1000 people each year in California with immigration, record change, housing, and other legal services. OneJustice is also exploring pivoting our approach to our Justice Bus Project in order to scale the project by transitioning our role from implementation of clinics to coaching partner organizations in doing so. This role may support this new shift in our clinical program, which would result in a pivot for the position to focusing on administrative support to this new program as well as building toolkits, online trainings, and crafting other coaching materials to amplify the impact of legal services organizations throughout California and beyond.

This position is a great opportunity to have a positive impact on underserved communities in California and beyond while acquiring and growing skills necessary for planning and coordinating events. This is an excellent position for an individual interested in a future in law or public policy. The Program Associate works out of our San Francisco office and reports to the Staff Attorney or Senior Staff Attorney. Travel within California is required. Participation in occasional weekend and evening mobile legal clinics is required.

Key Responsibilities:

Logistics and Coordination (approximately 50%)

- Coordinate all logistical elements of Rural Justice Collaborative (RJC) and Justice Bus Project clinics, including arranging food, transportation, and preparing clinic materials.
- Track and monitor Rural Justice Collaborative and Justice Bus clinic expenses.
- Attend and provide administrative support during RJC and Justice Bus clinics, including communication with monolingual Spanish speaking clients via phone, lead client check in and check out process with proper paperwork, and setup and cleanup of the clinic.
- Manage post-clinic tasks, including administrative tasks related to organizing clinic materials.
- If the program shifts, coordinate all logistical elements of scheduling and holding coalition-building and coaching sessions throughout California.

Community Engagement (approximately 30%)

- Conduct client outreach (in-person and over the phone) to target communities leading up to RJC and Justice Bus clinics.
- Schedule clients and help them prepare necessary documentation for each clinic.
- Create flyers and other publications to promote events, recruit volunteers, and report clinic outcomes.
- If the program shifts, create teaching materials to help partner legal services organizations build their own impactful clinical programs modeled on the Justice Bus Project.

Data Tracking (approximately 20%)

- Manage client and volunteer data for RJC and Justice Bus clinics, including working with OneJustice attorneys to track deliverables for grants that support RJC and Justice Bus clinic work.

As noted above, this role may shift to focus on building materials and coaching infrastructural supports to make it possible for our team to scale the Justice Bus Project in California and beyond.

Qualifications:

- BA/BS or Associate's Degree, or at least 2 years of relevant work experience
- Spanish language speaking ability required
- Project management skills
- Strong spreadsheet skills required
- Prior experience using CRM/database software preferred
- Strong communication and interpersonal skills
- Ability to write/edit/translate well and produce quality publications in English and Spanish
- Ability to lift 25-35 pound boxes to a height of 3-4 feet and load them into buses
- Flexibility working nights and weekends as needed, based on clinics schedule
- Previous experience working with low-income and/or underserved communities preferred

Salary & Benefits:

- Starting salary for a Program Associate position is \$41,065, with increases possible for each year of prior directly relevant professional experience, as dictated by the OneJustice salary scale
- Benefits include fully paid health insurance (medical, dental, and vision), life and disability insurance, and generous paid leave (vacation, sick, and holidays – including a full week off during the winter holidays)
- OneJustice also offers a flexible spending account for qualified health and commute expenditures
- Opportunity to learn the legal aid landscape in California
- A supportive, team-based environment that allows you to take an early lead on projects

Application:

To apply, please visit: <https://onejustice.bamboohr.com/jobs/view.php?id=24>

Applications are due by **May 13, 2019**. Applications will be considered on a rolling basis.

In the online application system above, be prepared to submit the following information: (1) a cover letter explaining your interest in and qualifications for the position and describing relevant work and/or

volunteer experience; (2) your resume; (3) three references; **and (4) a response to following question in your cover letter:**

OneJustice serves highly diverse communities both in terms of our clients and in the broader legal services sector. To ensure that our agency is best positioned to serve these communities, OneJustice strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with our communities. We see this as a commitment to enhance the provision of our services to all clients and nonprofits and to create an inclusive and respectful workplace in which differences are acknowledged and valued. **Please address in your cover letter how your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural competency and diversity amongst our staff.** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our various communities, OneJustice is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups, as well as bilingual and bicultural candidates, to apply.